



JOB DESCRIPTION

Job Title: Academic Lead

Grading:

Section: Principals office

Job Objectives:

The Academic Head for the Business Enterprise Hub will provide leadership and strategic management to drive the development of programmes and activity. Key aspects of the role would include

- development of higher education, professional development and research activity in support of the objectives for the Business Enterprise Hub.
- leading the development and delivery of a diverse and financially viable range of programmes and activity, fostering industry and community partnerships,
- promoting an innovative and inclusive enterprise culture across the institution
- acting as a focal point for the University partnership, supporting and enhancing the wider institutions enterprise activity and offer.

Reporting to: Centre Director for the Business Enterprise Hub from an operational perspective with a connection to the Deputy Principal with respect to academic and curriculum planning.

Reporting to the position: Academic staff in relation to the Business Enterprise Hub

Interface with: Business community and stakeholders within Moray and across the UHI region, college staff, students and clients; prospective staff, students and clients; staff, students and clients of external agencies; UHI and academic partner staff.

Additional Information:

This post is funded by a source external to UHI Moray and therefore your employment is fixed term, subject to the continuation of this funding. The initial period would be for a minimum of three years.

Approved by: Euan Black

Date: 19/5/2026

Signature of Post Holder:



Date: 19/5/2026

Key Responsibilities:

Academic Leadership and Management

- I. Provide academic leadership to the academic team involved in Hub provision to ensure development and delivery of business aligned enterprise education and activities
- II. Collaborate with the Business Enterprise Hub Centre Director to ensure the development of the Hub as a coherent and valuable part of UHI Moray
- III. Lead and oversee the delivery and organisation of activities within the Business Enterprise Hub, ensuring they are designed efficiently and effectively to meet the needs of the wider stakeholder community.
- IV. Work collaboratively within the college and the wider UHI partnership to identify and address opportunities to support the business community within Moray and the wider highlands and islands.
- V. Ensure that the Hub develops in a manner that secures its long-term financial viability.

- VI. Develop and implement effective policies, procedures, and operational frameworks to ensure the Hub's success.
- VII. Oversee the design and delivery of innovative, high-quality programmes aligned with Hub and broader institutional priorities.
- VIII. Contribute meaningfully to college level planning, supporting the organisation in its development of curriculum and projects aligned to opportunities in the external environment.
- IX. To represent the extended SLT+ team of the college as and when appropriate

Curriculum and Programme Development:

- I. Lead the design, development, and continuous review of business and enterprise-related curricula and programmes that reflect regional and national priorities.
- II. Oversee and ensure academic quality assurance and enhancement processes are effective across the activity of the Business Enterprise Hub.
- III. Ensure the delivery of curricula and programmes is undertaken in an efficient manner that aligns with the college's policies and procedures.
- IV. Align programmes with industry standards, accreditation requirements, and future skills needs.
- V. Embed innovative and inclusive teaching and learning practices within enterprise education.
- VI. Manage standardisation meetings and associated action monitoring, leading Internal Verification for the area of responsibility
- VII. Deliver up to 12 hours of teaching per week or other student facing delivery.

Partnerships and External Engagement:

- I. Establish, nurture and sustain strategic partnerships with industry, alumni, professional bodies, and community organisations.
- II. Develop relationships and partnerships that foster the financial viability of the Hub.
- III. Support the development and implementation of a coherent marketing and business development programme that supports the development of the Business Enterprise Hub.
- IV. Support the development of commercial processes to support the diverse range of activity within the Business Enterprise Hub from initial prospects through to contractual agreement to project delivery.
- V. Work closely with the Centre Director to ensure the initiative operates efficiently and develops in a sustainable manner.

- VI. Develop collaborative initiatives that enhance opportunities for students, staff, and partners across UHI.
- VII. Represent the Hub at internal and external events, including conferences, panels, and stakeholder meetings.

Student and Staff Development:

- I. Provide academic guidance, mentorship, and support to students engaged in business and enterprise initiatives.
- II. Champion professional development opportunities for staff, fostering a culture of continuous improvement and innovation.
- III. Address student feedback constructively to enhance the individual and collective learning experience.
- IV. Participate in the college complaints process, undertaking investigations from complaints raised by students and providing responses as appropriate.

Research and Innovation:

- I. Promote business and enterprise-related research and scholarly activity within the Hub.
- II. Support staff and students in developing business, entrepreneurial and innovation-led projects.
- III. Identify and secure external funding to support research and enterprise initiatives.

Operational and Administrative Oversight

- I. Manage Hub resources effectively, including budgets, facilities, and staffing.
- II. Lead and manage the assigned academic team within the Business Enterprise Hub.
- III. Set and monitor performance targets for the Business Enterprise Hub, ensuring individuals and teams contribute and deliver to the agreed performance targets.
- IV. Prepare reports, performance updates, and presentations for senior leadership.
- V. Ensure full compliance with institutional policies, health and safety regulations, and legal frameworks.

