

## **Candidate Information**

**Position:** Postgraduate CMI Training and Development Consultant  
**School/Department:** The Graduate School  
**Reference:** 21/108702  
**Closing Date:** Monday 12 April 2021  
**Salary:** £33,797 to £40,322 per annum  
**Anticipated Interview Date:** Thursday 22 April 2021  
**Duration:** Until 31 March 2022

### **JOB PURPOSE:**

To develop and deliver high level skills training, development programmes and learning opportunities for postgraduate students in line with national frameworks and University objectives. To contribute to the development and growth of the Graduate School provision and overall postgraduate student experience.

### **MAJOR DUTIES:**

1. To design training and development programmes, activities and events for postgraduate students to develop skills as leaders, thinkers, communicators, innovators and future-readiness, in collaboration with academic staff, employers and other external organisations.
2. To plan and deliver high quality content, delivering high quality training to students on CMI and related leadership programmes.
3. To design and deliver training activities for postgraduate students using innovative and engaging learning methods.
4. To assist in the identification and assessment of training and development needs of postgraduate students and developing CMI modules to inspire, develop and apply student skill's development.
5. To apply different models of learning interventions, including blended, distance and digital learning for the delivery of training programmes.
6. To develop partnerships with external stakeholders to enhance training and skills development opportunities for students.
7. To promote postgraduate student engagement through the development of employer and industry partnerships.
8. To contribute to the development and implementation of frameworks, systems and learning resources to support postgraduate students' skills development and facilitate personal and professional development.
9. To work closely with administrative team and contribute to appropriate administrative systems and records management for skills programmes which meet relevant codes of practice and external body requirements, as well as University processes and procedures (e.g. procurement).
10. To monitor and evaluate the service and support in relation to continuous quality improvement and customer service standards.
11. To make formal reports as required to the Training and Development Manager and Graduate School Manager.
12. To contribute to budget-setting and manage budgets to deliver services and projects.
13. To contribute to events and activities to enhance the reputation of Queen's and the Graduate School as a destination for postgraduate study.
14. To represent the Directorate and/or Graduate School on University committees and/or advisory boards and external bodies.
15. Undertake any other duties that might arise and that are in keeping with the grade of the post.

### **Planning and Organising:**

1. Plan and organise own work plan based on objectives planning.
2. Contribute to team and Graduate School short to medium-term planning.
3. Project manage programmes over an 18-month cycle, determining appropriate workflow and activity scheduling to meet targets.
4. Contributing to review of annual programme for postgraduate programme delivery.
5. Ability to prioritise workload and delegate effectively

### **Resource Management Responsibilities:**

1. Responsible for budget planning for small scale projects, contribute to development of wider training budget.
2. Contribute to procurement processes.
3. Offer input into the resource planning process.

**Internal and External Relationships:**

1. Represent the Graduate School and/or Directorate at internal and external meetings.
2. Regular meetings/contact with School representatives, particularly postgraduate academic contacts, and colleagues in Educational and Skills Development, Organisational Development, in relation to skills and development needs.
3. Build relationships with a range of stakeholders, including collaborating with external providers, employers, industry professionals and alumni in delivering development opportunities for students.
4. Interaction with external bodies (such as UKCGE, CMI) and other universities to share good practice and ensure compliance with current regulations.

**ESSENTIAL CRITERIA:**

1. \*Primary degree.
2. \*3 years' recent relevant experience designing and delivering high quality, innovative training and development programmes, providing skills development in a post-compulsory education context (i.e. HE/FE/commercial/industry) in at least 3 of the following areas; leadership, project management, problem-solving, creative thinking, entrepreneurship and negotiation.
3. \*Experience delivering a range of training, development and learning interventions using innovative and engaging methods.
4. \*Experience assessing learner needs and developing tailored training solutions.
5. \*Experience of collaborative working with a range of partners to design and deliver training activities and accredited programmes.
6. Experience evaluating and enhancing quality of training courses and course content.
7. Experience managing multiple priorities within specific timeframes to achieve a range of objectives.
8. Ability to meet requirements in a changing environment and respond to new challenges.
9. Evidence of analytical and organisational skills.
10. Excellent ICT skills.
11. Understanding of the higher level skills required for postgraduate students undertaking research and knowledge of national developments in postgraduate training and development.
12. High level of oral and written communication skills including creation of course content.
13. Ability to communicate with, influence and relate well to people at all levels within the organisation and externally.
14. Ability to work to tight deadlines under pressure.
15. Ability to self-motivate and work with minimal supervision.
16. Ability to work collaboratively and lead and be a member of cross-functional teams.
17. Committed to providing a high quality customer-orientated service.
18. Commitment to own personal development and that of others.
19. Willingness to work evenings and weekends as required.
20. Periods of restricted annual leave (Sept / Oct).

**DESIRABLE CRITERIA:**

1. Professional or postgraduate qualification in a relevant area.
2. Recent experience of working in a training or skills development role in HE/FE or similar environment.
3. Experience delivering online or distance learning opportunities.
4. Experience of delivering training which develops students' academic literacy language skills and communication skills.
5. Experience delivering accredited training opportunities.