



Candidate Information

Position: Senior Educational Projects Manager
School/Department: Educational and Skills Development
Reference: 22/110491
Closing Date: Monday 9 January 2023
Salary: £43,414 - £53,353 per annum
Anticipated Interview Date: Tuesday 24 January 2023

JOB PURPOSE:

To lead on institution-wide initiatives aligned with education, skills and student experience to deliver on Strategy 2030, with a particular focus on projects that focus on assessment, programme development and management, digital development, scholarship and student voice.

MAJOR DUTIES:

1. Provide specialist, professional education advice and bespoke project management support to academic and teaching staff to develop flexible and collaborative projects in the following key areas: Assessment, Digital Development and Programme Development supported by changes to our Programme Management Framework and in greater partnership with students.
2. Identify, scope and manage a team to ensure the successful delivery of these Institute-wide collaborative projects across a range of undergraduate and postgraduate contexts. Work closely with staff and students to understand project requirements.
3. Oversee managed funds associated with the projects and ensure that these are delivered on time and to budget.
4. Delegate work activities to deliver specific objectives within agreed deadlines, ensuring that professional and quality service standards are applied and maintained and that projects are delivered on time and within budget.
5. Actively contribute to and support University committees / working groups in the development of strategy, policy, procedures and practice in relation to the delivery of educational initiatives, including drafting any relevant policies and guidelines. Report on project plans with evidence-based recommendations to the relevant project groups and steering group.
6. Keep abreast of trends in the field of educational development, particularly in HE and FE as well as related quality assurance and enhancement developments. Advise members of staff within team and across the University on changes and developments where appropriate.
7. Network with fellow professionals in the wider HE community to represent and promote own work and the work of the Centre, both within the University and through professional / specialist external bodies.
8. Deliver own work to a high-quality standard as part of the Centre for Educational Development (CED) and draw upon opportunities for a joined-up approach with other Professional Services and Schools.
9. Carry out other duties which are appropriate to the post as may be reasonably requested by the Head of Centre for Educational Development.

ESSENTIAL CRITERIA:

1. A primary or higher degree, or equivalent plus a minimum of five years recent experience in an education-related role relevant to learning and teaching, with at least three of those years within a higher or further education context.
OR
Substantial recent relevant experience demonstrating experience in an education-related role relevant to learning and teaching within a higher or further education context.
2. Experience of leading and managing activities and/or projects with significant strategic influence across an organisation or unit, including the evaluation of projects.
3. Experience and awareness of managing pedagogy in HE (e.g. curriculum development, teaching, learning and assessment, research, student voice, including digital learning) through providing specialist, professional advice and support to academic and teaching staff.

4. Knowledge of agile project methodologies including co-design and collaborative approaches.
5. Highly developed knowledge of principles, theory and practice of education, as well as an awareness of broader developments relevant to own area including quality assurance and enhancement.
6. Well-developed analytical and problem-solving capability.
7. Excellent IT skills in order to deliver on institute-wide initiatives e.g. budget management, resource creation and communication.
8. Excellent communication skills (written and oral).
9. An open approach to work collaboratively with a range of stakeholders.
10. Willingness to work beyond normal working hours as and when required.

DESIRABLE CRITERIA:

1. Senior or Principal Fellowship of Advance HE (SFHEA / PFHEA).
2. Project Management training or qualification.