

Candidate Information

Position: Programme Quality Project Manager
School/Department: Academic Affairs
Reference: 22/110554
Closing Date: Monday 23 January 2023
Salary: £43,414 - £53,353 per annum.
Anticipated Interview Date: Friday 3 February 2023

JOB PURPOSE:

To lead on institution-wide strategic initiatives aligned with programme quality and enhancement, to deliver the ambitions of Strategy 2030, specifically within the Education and Skills Strategy. A key focus of this role initially will be to design, test and implement a future-ready Programme Management Framework, and identify solutions for the wider implications of its implementation, in relation to educational partnerships, regulations and systems.

MAJOR DUTIES:

1. Using specialist and professional expertise, lead on the strategic development of a future-ready Programme Management Framework which facilitates flexible, interdisciplinary, transdisciplinary, portfolio-based programme design including placements; at Undergraduate, Postgraduate Taught, and Postgraduate Research level.
2. Working collaboratively with colleagues in Academic Affairs, Student Affairs, Student Services and Systems, Educational and Skills Development, and Schools/Institutes, consider the implications of a future-ready Programme Management Framework on programme quality and enhancement, and identify solutions for:
 - (i). Educational Partnerships.
 - (ii). Study Regulations and Programme Regulations.
 - (iii). Programme Management systems including Programme Specifications.
 - (iv). Digitisation and automation to facilitate implementation of the Programme Management Framework and associated processes and systems.
3. Project manage, within set timeframes, University-wide projects on programme quality and enhancement, including to plan, design, develop, test and implement 'programme design rules' for a future-ready Programme Management Framework.
4. Lead on planning, developing, and implementing a risk-based and more agile programme approval and amendment quality assurance process for Schools and programme teams that aligns with the new future-ready Programme Management Framework and associated processes.
5. Consult and liaise with relevant stakeholders (including Schools, Faculties, Directorates, Students' Union and external organisations) to ascertain the range of needs and expectations for programme quality management, and associated supportive systems and processes.
6. Keep abreast of, lead the response to, and manage change as a result of developments in the field of programme quality and enhancement, including providing advice on changes and developments where appropriate, in order to address University, regional and national requirements and guidelines.
7. Report to, actively engage with, and influence the relevant University academic governance committees (including the Education Committee (Quality and Standards) and Education Committee (Student Experience)), in the development of strategy, policy, procedures and practice regarding programme quality and enhancement.
8. Provide professional and specialist advice, guidance and training to a range of stakeholders including students, academic staff and professional services staff on the implementation of programme quality and enhancement mechanisms, including the future-ready Programme Management Framework and associated processes, via a range of delivery mechanisms (e.g. digital, in person, hybrid).
9. Collate, analyse and interpret information and data to monitor trends, provide analysis of management and statistical information, and recommend action to University staff and committees on a regular basis.

10. Identify additional service requirements or service shortfalls and co-ordinate and/or design the delivery of innovative solutions to maximise service quality, efficiency and continuity.
11. Carry out any other duties as may be required to support the work of Academic Affairs.

ESSENTIAL CRITERIA:

1. A primary or higher degree, or equivalent plus a minimum of 4 years recent relevant broad management/ professional experience in a Higher Education Programme Quality Management, or similar, role. OR; Substantial recent relevant experience demonstrating professional management ability in a Higher Education Programme Quality Management, or similar, role.
2. Significant, demonstrable experience of:
 1. Organisation-wide project management to design and deliver a complex system.
3. Significant, demonstrable experience of:

Formally authoring, reviewing, revising, implementing, and advising on regulations, rules, and policies in relation to programme quality management or similar.
4. Significant, demonstrable experience of:

Designing, reviewing, revising, and implementing organisation-wide processes and systems in relation to programme quality management or similar.
5. Significant, demonstrable experience of:

Demonstrable experience of building relationships with, and managing a wide variety of, stakeholders to affect institutional change.
6. Significant, demonstrable experience of:

Effective line management.
7. Advanced IT skills including experience of Microsoft Office software applications.
8. Relevant knowledge and understanding of the rapidly changing operation and culture of higher education.
9. Ability to communicate effectively with internal and external stakeholders.
10. Evidence of positive negotiation and influencing skills.
11. Ability to prioritise and schedule workload in the face of conflicting demands.
12. Willing to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. A postgraduate degree or professional qualification.
2. Experience of educational partnerships.