

Candidate Information

Position: Training and Development Consultant (CMI)
School/Department: Student and Campus Experience
Reference: 25/112480
Closing Date: Monday 2 June 2025
Salary: £39,922 per annum
Anticipated Interview Date: Tuesday 17 June 2025
Duration: 2 Years

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 objective. The primary focus is on leadership and Management training related to the Chartered Management Institute accreditation (CMI). To contribute to the development and growth of the Graduate School provision and overall postgraduate student experience.

MAJOR DUTIES:

1. To plan, design and deliver high-quality training to postgraduate students on accredited programmes, to inspire students, help develop skills and provide opportunities to apply the skills. Areas of training include; leadership, project management and/or entrepreneurial practice.
2. To design innovative training and development programmes, activities and events, using different models of delivery to develop skills aligned with the Graduate School's five pillars; future-ready, thinkers, innovators, communicators and leaders.
3. To assist in the identification and assessment of training and development needs of postgraduate students and developing further CMI modules to inspire, develop and apply student skills development.
4. To develop partnerships with external stakeholders to enhance training and skills development opportunities for students.
5. To promote postgraduate student engagement through the development of employer and industry partnerships.
6. 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.
7. To work closely with the 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).
8. To monitor and evaluate the service and support in relation to continuous quality improvement and customer service standards.
9. To make formal reports as required to the Training and Development Manager and Graduate School Manager.
10. To contribute to budget-setting and manage budgets to deliver services and projects.
11. To contribute to events and activities to enhance the reputation of Queen's and the Graduate School as a destination for postgraduate study.
12. To represent the Directorate and/or Graduate School on University committees and/or advisory boards and external bodies.
13. Undertake any other duties that might arise and that are in keeping with the grade of the post.

ESSENTIAL CRITERIA:

1. Primary degree plus significant 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 2 of the following areas; leadership, project management, creative thinking and entrepreneurship. OR substantial relevant employment as outlined above.
2. Relevant experience delivering a range of training, development and learning interventions using innovative and engaging methods.
3. Relevant experience assessing learner needs and developing tailored training solutions.

4. Relevant experience in collaborative working with a range of partners to design and deliver training activities and accredited programmes.
5. Evidence of analytical and organisational skills.
6. Excellent ICT skills.
7. Understanding of the higher level skills required for postgraduate students, undertaking research, and knowledge of national developments in postgraduate training and development.
8. Willingness to work evenings and weekends as required.
9. Ability to communicate with, influence and relate to people at all levels within the organisation and externally.
10. High level of oral and written communication skills including the creation of course content.
11. Ability to work collaboratively and lead and be a member of cross-functional teams.
12. Ability to work to tight deadlines under pressure.

DESIRABLE CRITERIA:

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

ADDITIONAL INFORMATION:

Restricted Leave in September.

Informal enquiries may be directed to: Tom Magee at t.magee@qub.ac.uk