

Candidate Information

Position: Training and Development Consultant (CMI)
School/Department: Student and Campus Experience
Reference: 25/112783
Closing Date: Monday 1 September 2025
Salary: £41,519 - £49,536 per annum.
Anticipated Interview Date: Friday 12 September 2025
Duration: 2 years

JOB PURPOSE:

In this exciting role, you'll drive the creation of advanced skills training aligned with national frameworks and the University's strategic goals. Your primary focus will be on delivering leadership and management development programmes and related workshops and events, including those accredited by the Chartered Management Institute (CMI), to ensure our students gain industry-recognised qualifications and real-world capabilities. You'll also contribute to the ongoing growth and innovation of the Graduate School, enhancing the overall postgraduate experience and helping to build a vibrant, supportive learning community.

You will be required to plan, design and deliver innovative workshops and complete assessments aligned to accredited bodies.

MAJOR DUTIES:

1. Design and develop training content that aligns with institutional frameworks, ensuring that students are equipped with the skills needed for academic, professional, and personal success.
2. Draw upon professional experiences or relevant, recent case studies to contextualise learning and enhance the relevance and impact of training for postgraduate students.
3. Stay up-to-date on how leadership and management practices are evolving in response to societal, technological, and organisational change, and incorporate these developments into training content.
4. Critically reflect delivery and leadership experiences, using these insights to continuously improve training design and respond to the changing needs of learners.
5. Monitor and evaluate the service and support delivering on continuous quality improvement and customer service standards.
6. Provide regular reporting to the Training and Development Manager and Graduate School Manager on training impact, outcomes, and development opportunities.
7. Bridge academic theory with practical application, enabling students to understand how leadership and management concepts are applied in real-world contexts.
8. Work effectively with internal colleagues and external partners, including employers and industry stakeholders, to co-create relevant, future-focused training opportunities.
9. Represent the Graduate School or Directorate on university committees, working groups, and external advisory bodies where appropriate.
10. Contribute to events and activities to enhance the reputation of Queen's and the Graduate School as a destination for postgraduate study.
11. Undertake any other duties that might arise and that are in keeping with the grade of the post.

ESSENTIAL CRITERIA:

1. Primary degree or professional qualification at level 6 plus experience planning, designing and delivering training or development programmes at level 7 in at least one of the following areas: leadership and Management, project management, or entrepreneurship, gained through employment in HE, FE, or a training delivery development setting.
2. Relevant experience of delivering Innovative and engaging Delivery methods for both in-person and online delivery.
3. Experience of the assessment process, including curriculum design and mapping, marking and provision of quality feedback within accredited programmes.

4. High level of analytical, oral and written communication skills, including the creation of course content.
5. Excellent ICT skills.
6. Ability to work collaboratively and be a member of cross-functional teams.
7. Ability to work to tight deadlines under pressure.
8. Ability to work evenings and weekends.

DESIRABLE CRITERIA:

1. Professional or postgraduate qualification in a relevant area.
2. Experience in delivering training that develops students' academic literacy and communication skills.
3. Understanding of postgraduate skills development.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Tom Magee - t.magee@qub.ac.uk.