About University Alliance

University Alliance is a mission group representing modern civic universities in England and Wales. Our institutions are passionate about high quality teaching and deliver research with real-world impact. We educate 25% of all UK students, employ 54,000 staff, and with an estimated economic impact of over £10bn, Alliance universities excel in stimulating growth in their cities and regions.

Within our London office: we have three strategic work streams:

- **Champion our strengths:** We will create a strong brand that reflects our members' strengths. This will be reinforced by developing strategic alliances with appropriate UK organisations and similar university groups overseas

- **Shape Policy:** We will maintain excellent links with decision makers in Government and Parliament. We will work together to establish robust, evidence-based positions and use these to influence the policy debate.

- **Collaborate:** We will facilitate collective activity focusing on areas that showcase our strengths and support our policy arguments.

Our Team and Values

We're a small team of hard working professionals who are committed to creating a supportive, positive and rewarding work environment. The team is made up of a policy team of higher education experts, an outstanding communications team, our operations team that supports our critical business functions and our programmes team in charge of running our collaborative activities.

We are passionate about what we do and ambitious to achieve excellence across our mission. We are open-minded and entrepreneurial – willing to consider new ideas, to work with partners and to innovate. We provide opportunity for all, embrace diversity and work openly, honestly and constructively for the good of UK higher education.

Job Advert

Programme Manager (DTA[3] COFUND programme)

We are offering an exciting opportunity for an experienced programme manager with a background in higher education to project manage and administer the MSCA COFUND supported doctoral programme – DTA[3]. If you are highly organised and flexible with sound project and stakeholder management skills then this could be the role for you.

Our established Doctoral Training Alliance (DTA) programmes have been successful in securing funding through the MSCA COFUND scheme to provide an enhanced coordinated training provision across all three programmes and enable us to extend our recruitment wider across our international networks and communities.

The role will be responsible for managing all operational aspects of the DTA[3] programme, including advertising and recruitment of researchers; supporting and undertaking programme development; communications; training design; monitoring, evaluation and reporting processes; budget management; and contractual management across partners. The successful candidate will support the Head of Programmes and DTA Manager in the successful delivery of the programme.

Based in our St James' office, you will need to embrace and thrive in a challenging and busy environment, and apply your entrepreneurial spirit to the work you deliver. This opportunity will enable the right candidate to enhance their project and stakeholder management career through management of a nation wide European funded doctoral training programme. If you have relevant experience and an appetite for success with a friendly and close-knit team then please apply.

Salary: £40,000 per annum, full-time for a fixed-term basis for 5 years

Deadline: Monday 7 May, 11.59pm

Interviews: Wednesday 16 May

Job description

Job title: Programme Manager (DTA^3 COFUND programme)

Terms and conditions of employment: This is full-time for a fixed-term basis for 5 years.

University Alliance staff benefit from generous terms and conditions including 33 days leave (made up of 25 days annual leave and 7 concessionary days supplementary to bank holidays), flexible working practices, a generous pension scheme and a commitment to investing in and developing staff.

Principal location of work: University Alliance, 10 – 11 Carlton House Terrace London, SW1YA 5AH

Line manager: Head of Programmes (tbd)

Probation period: 6 months

Salary: £40,000 per annum, full-time for a fixed-term basis for 5 years

Experience required for post: You will have strong experience of managing multi-partner projects using effective time and task management skills, demonstrating an ability to deal calmly with the varied and conflicting demands involved with implementing and managing an externally funded programme. You will be able to work effectively to deliver concurrent projects on time and on budget and to a high professional standard, and be confident in reporting status at management board meetings and via the European Commission. You are experienced in being the primary point of contact within multiple stakeholder groups and are able to escalate effectively to senior colleagues. You should be a self-starter with the ability to work on your own initiative to deliver agreed outputs seeking advice and input where necessary. You will have good political judgement and a good understanding of the Higher Education policy environment.

Overall purpose of post: To manage professionally the coordination of operations and the day-to-day oversight and delivery of the MSCA COFUND DTA^3 programme activities, including recruitment and advertising; programme development; communications and policy impact; training design; monitoring, evaluation and reporting processes; budget management; and contractual management across

partners.

Main responsibilities include:
- Lead the implementation and delivery of the DTA^3 programme, on time and on budget
- Work with senior academic and administrative colleagues across multiple universities to ensure delivery, monitoring and report of the programme (will require some travel)
- Act as the main point of contact with the European Commission on financial and contractual reporting matters
- Project and liaison planning and implementation; ensure that reporting requirements for the programme are compliant with the European Commission and met to a high standard
- Stakeholder management of university and external partners

Providing flexible support in a small organisation including:
- Responsibility for other DTA and researcher engagement activities as appropriate
- Respond positively to change in a fast paced environment, including re-prioritisation and re-direction of projects
- Provide any additional support for communications and events as relevant

Person Specification

Specification	
1. Education/Training	High standard of academic qualifications to degree or equivalent experience.
2. Relevant skills and experience	- Excellent interpersonal skills and an effective leader and communicator - Experience in a higher education or equivalent project management role - Experience of coordinating and/or delivering skills development within a work environment - Effective time and task management skills, demonstrating an ability to deal calmly with the conflicting demands of a varied workload - Able to follow strict financial and legal policies, ensuring necessary regulations and standards are adhered to - Experience of working in projects with a large number of stakeholders - Able to work on own initiative without close supervision to deliver agreed priorities and tasks, exercising judgment about when to seek advice and input - A flexible and supportive approach to working within a small team to deliver shared objectives
3. Desirable skills and experience	**Desirable experience / skills** - Knowledge of the policy and funding landscape for research and doctoral programmes in higher education - Experience of coordinating and/or delivering researcher development skills provision for early career researchers - Experience in pursuing and supporting activities to promote a new initiative, through both online and offline channels - Sound political judgement and an interest in Government and Parliament.