

## Programme Manager (Teaching Excellence Alliance)

We are offering an exciting opportunity for an experienced programme manager with a background in higher education to develop and implement a new multi-institutional partnership for building and showcasing the distinctive excellence of University Alliance education. If you are highly organised with sound programme development and stakeholder management skills then this could be the role for you.

University Alliance is a mission group representing and supporting modern civic universities with a professional and technical focus. We are well-respected as a thoughtful and constructive force in the Higher Education sector.

Our work includes developing collaborative programmes through which our members seek to enhance their student experience. In the case of the Teaching Excellence Alliance (TEA), we are looking to support the Continuing Professional Development (CPD) offered by our member universities to staff developing and delivering curricula and courses.

The Programme Manager (Teaching Excellence Alliance) will be responsible for working with the Management Group to develop all aspects of the programme and for implementing all activities. You will be supported by an administrative assistant.

Based in our office on Carlton House Terrace near the heart of government, you will need to be comfortable with working flexibly within a small and busy team. This is a unique opportunity, which will enable the right candidate to use their excellent programme and stakeholder management skills to develop an exciting new initiative. If you have relevant experience and want to succeed within a friendly team then please apply.

**Annual salary:** c.£35,000 per annum

**Deadline:** 11.59pm GMT, Sunday 13 May

**Interview date:** Friday 25 May

## Job Description:

### Programme Manager (Teaching Excellence Alliance)

**Terms and conditions of employment:** This is a full time position on a fixed term basis until December 2019 with the possibility of extension.

To note, while the job is designed as a full time position, we may be able to accommodate a successful candidate who wants to work part-time.

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:** 10-11 Carlton House Terrace, London SW1Y 5AH.

**Immediate line manager:** Head of Programmes

**Line management responsibility:** TEA Administrator

**Probation period:** 6 months

**Annual salary:** c £35,000 per annum, full time

**Overall purpose of post:** To develop and manage professionally the operation of the Teaching Excellence Alliance (TEA). TEA activities span the support of Continuing Professional Development (CPD) across member universities, the formation, development and administration of a membership-based Peer Review College (PRC) and meetings of groups of university staff running the TEA.

#### **Main responsibilities include:**

- Driving the design and operational delivery of the new TEA programme, delivering projects on time and on budget;
- Working with the TEA Implementation Group to develop an action plan for formation, development and administration of a membership-based Peer Review College (PRC) and other mechanisms for the mutual exchange of Continuing Professional Development (CPD) offers
- Representing the TEA internally at all Management and Implementation Group

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meetings and externally with major stakeholders, undertaking public speaking as necessary

- Building consensus and momentum for the TEA amongst senior university management (will require travel within the UK)
- Supporting the TEA Director and TEA Deputy Director and ensure that reporting requirements to the Management Group and the Independent Advisory Board are met to a high standard
- Maintaining strong relationships with key sector bodies and keeping up to date with policy developments in higher education
- Carrying out quarterly financial reporting and annual invoicing
- Working with the Head of Programmes to design and implement a robust evaluation framework for the programme; creating performance objectives for the TEA team; planning and implementing activities to ensure delivery against these objectives and managing the TEA Administrator
- Working with UA Comms team to develop a TEA communications strategy; writing articles and blogs; commissioning and editing the TEA newsletter; and managing software systems for internal communication.

Person Specification

	Essential	Desirable
<b>1. Education/ Training</b>	<ul style="list-style-type: none"> <li>High standard of academic qualifications to degree or post-graduate level, or equivalent experience.</li> </ul>	
<b>2. Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a higher education or policy project and programme management role or equivalent</li> <li>Experience of being the primary point of contact for issues raised across multiple stakeholder groups and presenting at executive meetings</li> <li>Experience of managing financial budgets and monitoring project spend against planned expenditure</li> <li>Able to follow strict financial and legal policies, ensuring necessary regulations and standards are adhered to</li> </ul>	<ul style="list-style-type: none"> <li>Experience and understanding of teaching excellence within higher education and the wider public policy environment.</li> <li>Experience teaching or supporting education in higher education</li> <li>Experience setting up and driving a new and innovative initiative</li> <li>Strong experience of working in multi-partner projects</li> <li></li> </ul>
<b>3. Relevant Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Self-starter with the ability to work on your own initiative to deliver agreed outputs seeking advice and input where necessary</li> <li>Effective time and task management skills, demonstrating an ability to deal calmly with the conflicting demands of a varied workload,</li> <li>Confident and concise written communication skills</li> <li>Excellent interpersonal skills and an effective leader and communicator, able to achieve outcomes through building consensus</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the evolving policy context in relation to higher education</li> <li>A flexible and supportive approach to working within a small team to deliver shared objectives</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work on own initiative without close supervision to deliver agreed priorities and tasks, exercising judgment about when to seek advice and input</li> </ul>	
4. Special Requirements		<ul style="list-style-type: none"> <li>• Sound political judgment and a good understanding of Government and Parliament</li> </ul>