



Head of Programmes, Job Advert

About University Alliance

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 member universities seek to enhance their student experience and research. This role is to provide strategic leadership to this activity with the intention that it will strengthen the UA brand, add value to our member universities and enhance our ability to influence, Westminster, Whitehall, the HE sector bodies and the press.

The Head of Programmes will be responsible for the successful development, delivery and enhancement of our range of programme activity. This includes the Doctoral Training Alliance, Teaching Excellence Alliance and Enterprise Stars Programmes, as well as the development of new programme activity. The successful candidate will have extensive programme and people management experience in Higher Education or a related sector, be a confident communicator and have a track record in managing stakeholder relationships.

The successful candidate will lead a programme management team and will be a member of the UA Team playing an important role in shaping the future of an ambitious, developing organisation.

The University Alliance has Central London offices, close to Parliament and the role comes with generous terms and conditions.

Starting salary: competitive salary

Deadline: 11.59pm, Thursday 27 September 2018

Interview: Wednesday 10 October 2018

Application process: Please return completed application forms to: info@unialliance.ac.uk by the deadline date provided.

Job Description

Job title: Head of Programmes

Terms and conditions of employment: This is a full-time position initially offered on fixed-term basis for 12 months.

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 pension scheme and a commitment to investing in and developing staff.

Principal location of work: Flexible/University Alliance HQ, Central London

Line manager: Chief Executive Officer

Probation period: 6 months

Starting salary: competitive salary

Deadline: Thursday 27 September 2018

Interview: Wednesday 10 October 2018

University Alliance is seeking a Head of Programmes to lead the successful development, delivery and enhancement of our range of collaborative programme activity. This includes the Doctoral Training Alliance, Teaching Excellence Alliance and Enterprise Stars Programmes, as well as the development of new programme activity.

The Doctoral Training Alliance (DTA) programme is well established and offers enhancement activity to students studying doctorates in Applied Biosciences, Energy and Social Policy across affiliated universities. We are also currently developing a new Professional Doctorate in Arts Leadership in partnership with The Arts Council and have just launched a 13m EURO (part EU funded) extension of the DTA programme enabling partners across the UK to recruit international early career researchers.



The Teaching Excellence Alliance (TEA) is an innovative development programme for academic staff and has just completed its pilot stage. With programme funding for two years the role holder will build on the success of the pilot and ensure that TEA delivers a range of activities that showcase and enhance the distinctive teaching excellence of Alliance universities.

Enterprise Stars supports the development of entrepreneurial skills and attributes in students from all disciplines across our universities. This role will also continue to develop our Student Enterprise Competition - demonstrating the value of enterprise education.

The Head of Programmes will manage a dedicated team which currently includes:

- 3 x Programme Managers DTA, DTA3/COFUND and TEA
- 1 x Research Programmes Development Manager
- 3 x Programme Administrators

In addition, each of the programmes has academic leadership and a senior governance structure drawn from our university member organisations.

You will be responsible for:

- Developing a programmes strategy for University Alliance, including exploring and developing opportunities for new and enhanced collective activity between Alliance universities
- Leading a team of programme managers to deliver the existing Doctoral Training Alliance programmes (DTA and DTA3), and develop a new Professional Doctorate in Arts Leadership with the Arts Council (working with and through senior colleagues at member institutions and leading a team of three members of staff)
- Ensuring the evaluation, development and transitioning of the Teaching Excellence Alliance from pilot stage to full programme
- Budget management; forecasting and reporting – across all UA programmes. For 2018 – 2019 the Programmes budget is approximately £2m.
- Reviewing and developing Enterprise Stars, UA’s Student Enterprise Competition
- Leading and managing a dedicated team, demonstrating a commitment to their ongoing professional development
- Engaging with stakeholders, evaluating performance and responding to feedback
- Promoting and marketing programmes internally (UA membership) and externally to ensure maximum benefit to all members of the University Alliance
- Maintaining strong relationships with key sector bodies and keeping up to date with policy developments in higher education



- Supporting the development of joint work between the Australian Technology Network and UA and identifying other opportunities to internationalise the programmes
- Being part of the UA Senior Management Team and supporting the Chief Executive Officer in the development of its direction, strategy and operations
- Representing University Alliance and Deputising for the Chief Executive as required

Person specification

Specification	Essential	Desirable
1. Education/Training	<ul style="list-style-type: none"> • Degree-level qualification 	<ul style="list-style-type: none"> • Postgraduate Qualification in relevant discipline
2. Relevant Experience	<ul style="list-style-type: none"> • Demonstrable ability to develop and deliver, and to ensure the continuous evaluation, improvement and sound management of existing programmes. • Experience of working in or extensive knowledge of the Higher Education or related sector. • Experience of managing and developing others • Experience of Project management and managing multi-stakeholder activity, that requires delivering through others outside of your organisation • Experience of contributing to strategic and corporate development 	<ul style="list-style-type: none"> • Experience of Marketing and Communications • Experience of European Funded Programmes • Senior Leadership/ Deputising experience
3. Relevant Skills/Aptitudes	<ul style="list-style-type: none"> • Creative, strategic thinker and self-starter • Collaborative and solutions focused • Empowering and developmental manager of people • Demonstrable partnership working, stakeholder management and influencing skills • Strong financial/budget management skills 	<ul style="list-style-type: none"> • Entrepreneurial/Innovative Leadership Style

	<ul style="list-style-type: none"> • Ability to work with, analyse and present data • Excellent writing skills and confident, positive communication and presentation skills • High-level skills with Word, Excel, PowerPoint 	
4. Special Requirements	<ul style="list-style-type: none"> • Understanding of higher education, research policy and the education sector 	<ul style="list-style-type: none"> • Understanding of EU funding, Government and Whitehall
5. Other	<ul style="list-style-type: none"> • Confident, positive, open approach to dealing with colleagues at all levels, internally and externally – both in the UK and overseas • Committed to professional development, their own and others. • Credible at senior level 	