

Programme Manager - Teaching Excellence Alliance (TEA) 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 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; Showcase the Alliance Universities strengths in professional and technical education and evidence staff commitment to teaching and learning in TEF related activity and support them to remain in good standing with pedagogic practice for institutional gain.

We now have an exciting opportunity for an experienced programme manager with a background in higher education to join the team to manage the TEA programme, showcasing the distinctive excellence of University Alliance education. 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. This is a unique opportunity for the right candidate to use their excellent programme and stakeholder management skills.

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.

Annual salary: c.£35,000 full time/pro rata

Deadline: 11.59pm Thursday 27 September 2018

Interview: Tuesday 9 October 2018

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

Job Description

Job Title: Programme Manager - Teaching Excellence Alliance (TEA)

Terms and conditions: This is a full-time position, initially offered on a fixed term basis until July 2020 (Applicants for part-time/Job-share will be considered).

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: University Alliance HQ, London, Possible secondment opportunity

Line manager: Head of Programmes

Probation period: 6 months

Annual salary: c £35,000 per annum, full time/pro rata

Role Outline

University Alliance is seeking a highly-skilled programme manager to professionally manage, develop, evaluate and continuously enhance the Teaching Excellence Alliance (TEA).

The TEA is designed to support the enhancement of Teaching and Learning across member universities by coordinating: Continuing Professional Development (CPD) activities; the development and administration of a membership-based Peer Review College (PRC); and meetings and networks of groups of university colleagues who support and deliver the TEA.

The role is based in our central London offices, close to parliament and will be part of a small, committed team. UK travel to member universities will be required.

Main responsibilities include:

- The design and operational delivery of the TEA programme, delivering project activity on time and on budget;
- Working with the TEA Implementation Group to develop an action plan for the

continued development and administration of a membership-based Peer Review College (PRC) and other mechanisms for the mutual exchange of Continuing Professional Development (CPD)

- Responding to the feedback on and evaluation of the pilot programme, proposing and agreeing changes and the ongoing enhancement of the TEA
- Representing the TEA internally at all Management and Implementation Group meetings and externally with stakeholders, undertaking public speaking as necessary
- Building support, consensus and momentum for the TEA amongst senior university management (will require travel within the UK)
- Facilitating an Independent Advisory Board
- Supporting the TEA Director and TEA Deputy Directors and ensuring 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
- Working with the Head of Programmes ensure a robust evaluation framework for the TEA
- Carrying out quarterly financial reporting and annual invoicing

Person Specification

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

	<ul style="list-style-type: none"> • Confident and concise written communication skills • Excellent interpersonal skills and an effective leader and communicator, able to achieve outcomes through building consensus • Able to work on own initiative without close supervision to deliver agreed priorities and tasks, exercising judgment about when to seek advice and input 	
<p>4. Special Requirements</p>		<ul style="list-style-type: none"> • Sound political judgment and a good understanding of Westminster and Whitehall