

**Job Description for the Post of
Economic Challenge Invest Fund Programme Manager
(Ref: ECD08/3)**

1. **General Details**

Job Title: Economic Challenge Invest Fund Programme Manager
Location: Enterprise and Commercial Development
Normal workbase: Stafford Campus
Tenure: Fixed Term until 30 September 2010
Salary: Grade 8 currently £36,533 - £43,622 per annum

2. **Job Purpose**

Main purpose of role: Located within ECD, the Economic Challenge Invest Fund Programme Manager has responsibility for the management of the University wide Economic Challenge HEFCE funded project (600k). This involves managing a dispersed team of individuals based in ECD, Careers, Business Evolution and Faculties who are all responsible for the delivery of the University's targets within ECIF. In particular this involves project management, budgetary responsibility, risk management, monitoring and evaluation and operational management of service design and delivery of the three workstreams and the coordination of private sector, sponsorship, public sector funding, match funding and the ECIF Project Board.

The purpose of the job is to deliver the project outputs. This will include designing and implementing a high level project plan, events management, project management, budgetary control, marketing and business engagement. Managing relationships and contracts with sub contractors and delivery partners are key to this role along with a high level of internal and external governance and reporting to a range of stakeholders (in particular the LLN and Job Centre Plus). This post is funded through HEFCE via strategic development funding and private sector gift in kind/sponsorship. The project key objectives are to increase the rapid response for a significant number of demonstrable University and Industry collaborations generating knowledge transfer outputs and outcomes. Staffordshire University holds this contract for 18 months from April 2009.

3. **Relationships**

Responsible to: Enterprise Director – Knowledge Transfer
Responsible for: The post has no line management responsibility but is dependent upon administration, project compliance, audit and financial support from the University as a condition of the contract. The post holder has responsibility for securing and managing these resources.

Key Relationships

Internal

Deputy Vice Chancellor
Enterprise Director-Knowledge Transfer
Knowledge Transfer Team
External Projects Team
Business Evolution
Careers
LLN
Faculties (WBL Coordinators and FADS Research and Enterprise)
Finance
Marketing
Press Office
Central Support/Business Services Team

External
 HEFCE
 Job Centre Plus
 Business Link
 AWM
 WMHEA
 ContactKE – Regional Knowledge Brokers
 MAS
 Other Intermediaries
 NSCCI
 Corporate clients (specifically JCB and Britvic)

4. **Job Summary – Special Characteristics**

To operationalise the strategy for Graduate Futures, Working Futures and Business Futures. To ensure the following happens:

| Activities | Outputs |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Graduate Futures | Graduate Futures |
| New activity § Guidance interviews for graduates / professionals § Graduate futures workshops § Staffordshire Careers Fair § Guidance interviews for individuals wishing to enter HE § Signposting to existing activity available for beneficiaries to use (no targets set or claimed as not supported by ECIF): § E-guidance § gradFairZ.com § JobZone (graduate vacancy advertising) | § 585 graduates/professionals receiving 1.2.1 Guidance Interviews § 15 workshops(240 graduates supported) § Minimum of 1 Staffordshire short term and placement opportunity graduate careers fair § 200 individuals receiving pre-entry HE guidance |
| Working Futures | Working Futures |
| § Establish WBL accredited short course portfolio § Recruit beneficiaries to short courses § Administer Working Futures Fund § Operational liaison with LLN § Matching graduate availability to business immediate needs | § 30 graduate placement referrals to Graduate Advantage § 30 WBL assignments completed § 200 learning modules/non accredited courses completed |
| Business Futures | Business Futures |
| § Establish Business Clubs/Knowledge Networks § Series of market making events § Graduate placement scheme § Near market technology diagnostics § Technology demonstrations in company and at SU | § 1 Technology Translation Club (STEM focus) § 75 business engaged § 30 referrals § 50 SME knowledge interventions § 30 graduate placement opportunities § 10 larger company interventions § 10 technology demonstrator events § 200 individuals engaged § 1 Leadership and Management Business Club for Business Professionals § 8 Business Resilience events |
| Rapid Response Team | Rapid Response Team |
| § Marketing / Messaging to Partners § Establish referrals process § Monitoring and evaluation § Project management § Collation of labour market intelligence to inform project delivery | § 3 facilitated workshops with partners § 10 case studies § 1 interim evaluation report § 1 final project report § 1 dissemination workshop |

5. Main Activities

Project Management

- § Manage the HEFCE SDF project requirements such as monitoring and evaluation, tracking all documentation, procurement, reporting and budgets, ensuring project compliance and an audit trail for all activities. This will also include managing the income from private and public sector sponsors, in kind contributions and reconciliations with the University's internal financial systems
- § Develop and maintain robust project delivery systems
- § Produce audit compliant progress and evaluation reports as required under terms and conditions of contract
- § Budgetary control c£600,000 over 18 months. Create and monitor EPFs, budgets and revenue projections
- § Create and monitor a project delivery plan including work packages, key deliverables and milestones, risk analysis, output monitoring and contingency planning
- § Manage the application process for the participating individuals and partner companies
- § Manage the engagement of academics to deliver aspects of the project. Manage conflicts of interest

Stakeholder management

- § Manage relationships between LLN, Job Centre Plus, funding agencies, sponsors and the Project Board maintaining a high level of contact
- § Participate in workstream work groups, organisational planning meetings and governance groups
- § Manage and monitor the customer journey and quality in all workstreams
- § Manage the relationship with Business Evolution to ensure synergy but not cross subsidy of activities within the Working Futures programme
- § Ensure all events and materials are consistent with the ECIF ethos
- § Develop a promotional and public relations strategy for ECIF including a media strategy and web presence
- § Create publications, presentations, merchandise, case studies and digital/web based materials to market the benefits of the ECIF programme
- § Manage the use of Funders/partners brands under strict corporate brand usage guidelines
- § Organize all project monitoring and governance meetings
- § Provide monthly, interim and final report to the Project Board and to HEFCE

Other responsibilities

- § Liaise with colleagues University-wide to ensure the correct provision of facilities and services to support the ECIF Programme e.g. ECD, Faculties, Business Evolution, LLN, Careers, Finance, Marketing, Press Office
- § Assist in the future development and sustainability of ECIF activities beyond the funded period e.g. by securing follow on funding from non HEFCE sources
- § Undertake such duties as may reasonably be required within the remit of the post including representation on regional forums and working groups
- § Deputise for the Enterprise Director-Knowledge Transfer on ECIF matters when required

6. **Person Sought**

| Education | Essential | Desirable |
|-------------------------------------------------------------------------------------------|-----------|-----------|
| § Business Qualification in management, marketing or similar at NVQ 4 equivalent or above | X | |
| § Postgraduate business or marketing qualification | | X |
| § Prince 2 | | X |

| Work Experience | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| § Experience of working within a commercial context within an academic environment including a proven track record of partnership work | X | |
| § Experience of project management including, financial, output monitoring and reporting mechanisms for a sizeable project | X | |
| § Experience of leading and managing a distributed team of people and resources | X | |
| § Client relationship management experience including developing lasting business relationships | X | |

| Specific skills, aptitudes/ knowledge | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| § Working knowledge of employer engagement, knowledge transfer, innovation processes, agencies and national and regional policies | X | |
| § Ability to operationalise bids and to translate strategic plans into practical programmes of work. | X | |
| § A good working knowledge of a range of IT packages including MS Office, Excel and the use of e-mail and internet | X | |
| § Car owner/driver and willingness to travel | X | |

| Personal skills and competencies | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| § High level interpersonal skills | X | |
| § High degree of flexibility with a 'can-do' attitude | X | |
| § Highly self motivated and enthusiastic with a confident and outgoing approach | X | |
| § Ability to build confidence, credibility and rapport with others, particularly with external stakeholders | X | |
| § Excellent planning and organising skills and the ability to manage multi task portfolios within tight deadlines; good attention to detail | X | |
| § Leadership skills and the ability to motivate others | X | |
| § An effective influencer with an ability to work collaboratively with others | X | |
| § Excellent oral and written communication skills | X | |
| § Excellent partnership working skills | X | |

| Other | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| § Commitment to the University's mission and delivery of the University Plan | X | |
| § Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University | X | |

7. **Special Conditions**

This post is available on a fixed term basis until 30 September 2010. Extension of the post beyond 30 September 2010 is subject to the continuation of funding.

Applicants must be a car owner/driver and be prepared to travel.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

March 2009

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 26 MAY 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards:-

| Grade | Number of Days Worked per Week* | | |
|----------|---------------------------------|----|----|
| | 4 | 5 | 6 |
| One | 24 | 29 | 35 |
| Two | 24 | 29 | 35 |
| Three | 24 | 29 | 35 |
| Four | 26 | 32 | 41 |
| Five | 26 | 32 | 41 |
| Six | 26 | 32 | 41 |
| Seven | 30 | 37 | 45 |
| Eight | 30 | 37 | 45 |
| Nine | 30 | 37 | 45 |
| Ten | 30 | 37 | 45 |
| Eleven | 30 | 37 | 45 |
| Twelve | 30 | 37 | 45 |
| Thirteen | 30 | 37 | 45 |
| Fourteen | 30 | 37 | 45 |

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.