

**Job Description for the Post of
Work Based Learning Manager (Ref: SSR07/10)**

1. General Details

Job Title:	Work Based Learning Manager
Location:	University Quarter Business Centre, Sales and Student Recruitment
Normal workbase:	Stoke-on-Trent Campus
Tenure:	Permanent
Salary:	Grade 8 currently £36,533 to £43,622 per annum

2. Job Purpose

To play a key role in the analysis of business training needs and the development and delivery of work based learning provision, acting as a critical link between the Faculties/Schools and the UQBC sales team, to ensure effective programme management of employer focussed learning provision including support in curriculum development and validation.

3. Relationships

Responsible to: Head of Sales

4. Main Activities

1. To analyse training needs within businesses.
2. To engage with Faculties and Schools to develop solutions to match the needs of businesses, whilst still maintaining quality standards.
3. To source and ensure delivery of client focussed programmes with respect to time, quality and price.
4. To produce client proposals.
5. To project manage programme development through to programme delivery.
6. To act as the interface between the UQBC sales team and Faculties/Schools.
7. To work with Faculty staff and the Quality Assurance team to produce validation documents.
8. To prepare business case scenarios.
9. To write and coordinate tender production.
10. To develop cross Faculty consultation for client programmes which match the needs of businesses.
11. To liaise closely and effectively with relevant academic colleagues across the university to facilitate responsive programme delivery.
12. To undertake, from time to time and according to business need, delivery of learning provision including assessment and to provide support for student induction as required.
13. To co-ordinate the supervision of student learning in the workplace, including arranging for mentors and workplace supervisors as necessary.
14. To undertake any other duties which could reasonably be expected by the Head of Sales or the Director of Sales and Student Recruitment.

5. Person Sought

Essential Criteria:

- § Educated to degree level
- § Experienced subject expert in learning and development, particularly in an employer context
- § Demonstrable and direct experience of educational/academic delivery
- § Proven ability to develop client needs into learning programmes primarily within a corporate learning and development environment
- § Knowledge and experience of course validation and quality procedures with experience of producing validation documents
- § A sound understanding of academic and quality assurance terminology and infrastructure
- § Ability to present information in a clear and concise manner
- § Self confidence to deliver presentations in a commercial environment
- § Excellent communication and interpersonal skills
- § Highly solution and business focussed approach
- § Creative thinker
- § Effective negotiation and influencing skills
- § Ability to work under pressure and meet deadlines
- § Commercial awareness
- § Excellent project management and organisational skills
- § Highly committed and flexible approach
- § A commitment to the University's mission and delivery of the University Plan
- § A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

6. Special Conditions

This is a permanent, 1.0 FTE post.

The role holder will be required to undertake business travel, both locally and nationally, primarily for the purpose of client visits and therefore use of own vehicle will be necessary.

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

May 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.

Please note: any previous applicants for this post do not need to re-apply as their application will be carried forward for consideration.

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: 1 JUNE 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.