Job Title: Advantage Award Manager (maternity leave cover)

School/Department: Registrars Department - Careers and Employability Service

Salary: £37,768 - £46,414 per annum, depending on skills and experience, salary progression beyond this scale is subject to performance.

Job Family and Level: Administrative, Professional & Managerial Level 5

Contract Status: This full time post is available from 17 October 2016 and will be offered on a fixed term contract for 9 months to provide maternity leave cover.

Hours of Work: Full time - 36.25

Location: University Park Campus

Reporting to: Deputy Director, Careers and Employability Service

Purpose of the New Role:
The purpose of this role is to oversee the systems and procedures relating to operational management of the Award. The Advantage Award UK has over 2500 student participants and approximately 200 modules. As a maternity cover post, the priority for this role is to maintain current systems associated with the management of the Award. Key priorities within the role also include delivery and management of employability modules and development of new modules. The post holder will be expected to lead a number of projects relating to IT systems, teaching, learning and assessment, quality assurance and student engagement. The role has previously contributed towards sector work and guidelines and so the post holder would be also be expected to stay abreast of and report back on any key developments in this area.

Main Responsibilities

| % time per year | 1. Contributing to strategic direction of the award developed collaboratively by senior management, academic directors and steering groups. This role is required to consult with a decision making body that spans a wide range of senior roles from across the university structure. This role is also required to proactively initiate, develop and implement initiatives that support university strategic priorities.  
- Responsible for managing the development of the NAA programme in line with developing strategic vision and operational growth  
- Initiate, plan and deliver initiatives to a range of students across a range of disciplines and that support student cohorts to support university priorities.  
- Conceive design and implement effective and sustainable support mechanisms for staff and students, including workspace and virtual learning sites for staff and students to provide policies, procedures, information, advice, resources, assessment guidance and teaching materials.  
- Provide effective management information with which to advise senior colleagues on strategic recommendations and developments. Analysing a range of data sources relating to student participation and graduate labour market information to make recommendations to steering group regarding strategic developments  
- Draw from national guidelines to inform strategic vision and subsequent framework.  
- Provide specialist support regarding all of the above to NC/MC campus colleagues in their respective NAA programme developments | 25% |
| 2. Engagement with schools and departments to identify new and existing activity suitable for the Award  
- Provide specialist advice to colleagues seeking to create NAA modules, advising on relevant employability content and a range of solutions to teaching delivery and assessment methods. | 20% |
Connect colleagues across faculties and with external partners to share practice and source innovative resourcing and teaching solutions. Devising and advising on resource effective solutions to manage module delivery and assessment loads. Build and develop relationships with graduate employer partners, providing specialist support to provide input into discipline specific modules. Responsible for overseeing the production of demographic data and reports for faculties, steering committee and senior management. Supporting faculty departmental colleagues to deliver on EPA’s, faculty and discipline approaches. Provision of support to colleagues at all levels at NC/MC campuses.

3. To manage the module approval process, working collaboratively with colleagues and departments across the institution. Advise colleagues on effective and relevant use of module specifications, ensuring content meets requirements as set out in quality manual. Assess module suitability for inclusion based upon NAA strategic plan and strategic themes. Co-ordinate the approval process in collaboration with the Academic Directors, Steering Group and Academic Services for UK, NC and MC modules. Continuously improve and enhance the module approval process via audits and consultation with academic services, teaching enhancement, school of education, steering group and relevant faculties. Continue to develop guidance resources for colleagues developing modules.

4. Management and delivery of learning programmes and provision of specialist support for colleagues requiring discipline specific teaching and learning resources. Development and delivery of work experience based module delivered four times per year to approximately 200 students in total including curriculum development, workshop training, assessment and Moodle resources. Pilot a cross-faculty peer mentoring module focusing on developing a module specification and relevant administrative processes. Co-convene and support assessment for employer-led modules and deliver aspects of training where required including Moodle development for these modules. Provision of support to colleagues seeking resources and materials for peer mentoring programmes, including managing workspace and Moodle. Working collaboratively with employability education officers and careers advisers and careers consultants to identify and develop discipline specific careers and employability NAA modules.

5. Strategic focus on student engagement including planning and specialist advice given to colleagues and students. Management of programme growth to maintain student participation targets of 10%-15%. Effective leadership and management of staff to engage students with the Award. Identify and increase student engagement and access to the Award via the development of a range of learning environments, including virtual and blended learning approaches. Identify and increase student engagement and access to the Award making suitable provision of support to students with disabilities, making adjustments where required and liaising with relevant colleagues across the institution to implement adjustments. Effective analysis of data and participation levels. Overseer events that raise the strategic profile of the NAA amongst senior management, board, yearly celebration event.

7. Development of long term and strategic partnerships with graduate employer partners through the development of new initiatives and opportunities for campus engagement. The role also has a key role to play in raising the profile of the university with employers and employer professional bodies.
- Development of collaborative initiatives with graduate employer partners and professional bodies including module development and employability training
- Effectively raise the profile of the Award and careers service with external employers through AGCAS groups and sector work.
- Provision of specialist support to graduate employer partners regarding module specifications, training, assessment and programme policies
- Raise the profile of UoN with employers and employer professional bodies via employer and careers sector events and consult with employers to inform NAA operational and strategic developments
- Working collaboratively with global labour market, employability officer, events team, and other university business engagement colleagues to identify new opportunities for employer engagement

8. Research and contribute towards national and collaborative practice across the higher education and graduate recruitment sectors. Utilise sector networks and knowledge to further inform NAA strategic developments and liaise with professional and regulatory bodies regarding the development of national guidelines for AGCAS and QAA relevant to skills awards.
   - Draw on sector practice and information to inform UoN model developments
   - Contribute towards AGCAS and JISC discussion list for AGCAS membership
   - Attend and contribute towards national conferences on behalf of AGCAS working collaboratively with other professional bodies
   - Liaise with relevant bodies whose focus is on national accreditation of awards and professional and regulatory bodies working in this area to inform UoN developments
   - Draw on international practice

9. Team management
   - Line management of permanent and temporary staff
   - Management of physical and staff resources for cross-departmental and faculty initiatives
   - Setting quantitative and qualitative targets in relation to student engagement and participation and wider stakeholder engagement
   - Supporting staff to access opportunities for professional development

10. Managing the budget of the Award, providing appropriate management information to key stakeholders.
    - Management of non-pay budget including for temporary staffing
    - Forecasting and deploying funds

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### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
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<td><strong>Qualifications/Education</strong></td>
<td><strong>Degree or equivalent</strong></td>
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<td><strong>Good level of English and Mathematics (GCSE C or above)</strong></td>
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<td><strong>Skills/Training</strong></td>
<td><strong>General knowledge of university assessment methodology</strong></td>
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<td><strong>Detailed knowledge of the processes of module submission and recording</strong></td>
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<td><strong>Understanding of the employability agenda and the accreditation of skills</strong></td>
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<td><strong>Understanding of the Higher Education employability agenda.</strong></td>
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<td><strong>Experience of skills development and employability issues</strong></td>
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<td><strong>Experience of delivering employability education training to</strong></td>
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students

- Excellent administrative skills
- Significant experience of general administration, preferably gained in an academic environment
- First rate management skills, including ability to motivate staff.
- Good interpersonal skills; ability to communicate effectively with and influence academics, senior executives within the University.
- A confident and persuasive manner, combining diplomacy, tact and a strong sense of purpose
- Good networking and negotiation skills
- Capacity to work under pressure and cope with multiple competing deadlines, especially with colleagues who have other deadlines to complete upon.

| Experience | • Ability to work on initiative, self-motivate and deploy a professional and proactive approach to problem solving | • Working in a careers environment
• Working in a support service within Higher Education |
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<td></td>
<td>• Budget management</td>
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**Decision Making**

1) **taken independently by the role holder**

- Consultation with senior academics about the development of NAA modules
- Liaison with employers and professional bodies about contribution to the Award
- Consultation with senior staff within Professional Services about connection and integration of Award into university

2) **taken in collaboration with others**

- Development of Faculty and School modules and programmes – with Faculty Consultants and Senior Careers Consultants (Level 5)
- Development of materials with colleagues within the Employability Education team and the E-Learning team

3) **referred to the appropriate line manager by the role holder**

- Decisions which directly affect the strategic direction of the Service
- Approaches from internal or external sources which require a decision from the Service Leadership Team

Due to the requirements of the UK Border and Immigration Agency, applicants who are not UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals whose employment will require permission to work subject to a resident labour market test may only be considered if there are no suitable UK or EEA national candidates for the post. Please visit [http://www.ukba.homeoffice.gov.uk/](http://www.ukba.homeoffice.gov.uk/) for more information.

Informal enquiries may be addressed to [vicky.mann@nottingham.ac.uk](mailto:vicky.mann@nottingham.ac.uk). Please note that applications sent directly to this email address will not be accepted.

Please quote ref: