

Job Description



| General Details | |
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| Job title: | Programme Manager (PEQF-LPF19-01) |
| School/Service: | School of Law, Policing and Forensics |
| Normal Workbase: | Stoke Campus |
| Tenure: | Permanent |
| Hours/FTE: | 37 hours per week/1.0 FTE |
| Grade/Salary: | Grade 7 |
| Date Prepared: | May 2019 |

| Job Purpose |
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| To manage the day to day activity of police force education contracts including degree apprenticeships and CPD programmes, providing a point of contact for police force workstream leads. Provide a support service in project planning and project management systems to meet contractual and University policy in the delivery of police education. Working in collaboration with key stakeholders, the post holder will ensure that realistic project plans are developed and maintained including the assessing and managing risks to ensure the successful delivery of projects. The postholder will work with the Director of the Institute of Policing to ensure that contract deliverables are completed within agreed cost, timescale and resource budgets. |

| Relationships | |
|------------------|-----------------------------------|
| Reporting to: | Director of Institute of Policing |
| Responsible for: | Programme Assistant |

| Main Activities |
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| <ul style="list-style-type: none">• To undertake project planning and the day to day project management activities of police education projects/contracts and a related portfolio of CPD programmes.• To develop and maintain project management systems and procedures of projects to successfully deliver contract requirements• To support the Director of the Institute of Policing to operationally manage the delivery of contracts and programmes within the institute• To monitor project and programme delivery against key performance indicators and impact targets and provide regular reporting on progress to the Director of Institute of Policing.• To co-ordinate financial monitoring and funding distribution to ensure contract requirements are fulfilled, including payments relating to subcontracting of degree apprenticeships.• To organise project and programme planning, management and review meetings as part of day to day management of project activities• Work collaboratively with Financial Services to monitor all budgeted project expenditures. |

- To provide support to the institute in the delivery of contracts including recruitment, events and communications.

Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel nationally as part of the role.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

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).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.