

ASSOCIATE STAFF OPPORTUNITIES

Institute of Business, Industry and Leadership

Do you have proven expertise in Project Management as a practitioner or trainer? Are you interested in enhancing the University of Cumbria’s ongoing work with industry partners?

We are looking for experienced trainers, consultants, and practitioners/managers who have a background of working, leading, training or educating, in industry and the workplace. Whether you currently work as a trainer and are ready to embrace a new challenge, or you have senior experience working in industry and are looking to share your knowledge and expertise, we would like to hear from you.

The success of the Project Academy for Sellafield has led to project management contracts with other employers such as BAE Systems, Rolls-Royce and the NHS. We are looking to further develop and grow our activity, working with a wider range of employers. Whilst the core of our activity will remain in Cumbria and the North West, we are working to establish relationships with employers across the country.

The Institute of Business, Industry and Leadership (IBIL) was created in 2019 as a focal point for the University’s offer to employers, bringing academia and industry together to provide education, training and workforce development solutions to a range of organisations and sectors. We are developing an extensive range of new programmes, from short (1-2 day) courses to degree programmes, across subject areas including Business, Project Management, Leadership, Supply Chain and Logistics, and Tourism Management. We are developing a broad team of associate staff who can support the delivery of activities across these subject areas as the work of the Institute grows in Cumbria and the North West, and nationally.

We are currently focused on growing our team of Associates working in Project Management to support our rapidly growing CPD and apprenticeship programmes.

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About our Associate staff

We are looking for people to work with us in a variety of ways. At this time, we are especially keen to identify tutors/trainers to deliver our professional courses in project management.

Tutors

Our programme of short courses is growing, with increases in the portfolio of courses, the frequency of delivery, and geographical coverage. We want to expand our pool of tutors to support that growth. Our current focus is on delivering the training, but there may also be opportunities to develop new courses to add to our portfolio, or to update/refresh existing courses.

Course delivery:

- We have a portfolio of CPD courses in project management
- Courses are typically 1-2 days in duration but could be up to 6 days
- Courses are delivered both online (via Zoom and MSTeams) and in person. The balance between modes varies between different course types and times of year but is currently around 60% online and 40% in person.
- In-person courses are mainly delivered in West Cumbria (Distington near Workington) and Warrington. With growth, other locations may be added. UoC has premises in Carlisle, Ambleside, Lancaster, Barrow and London, and there is potential for delivery at employer premises nationally
- Courses are delivered throughout the year, with quieter periods in high summer and midwinter
- The current audience is predominantly Sellafield Ltd and its supply chain companies, but as courses mature and the Project Academy reputation grows, we are gaining interest from other employers and sectors
- Courses are owned by UoC and tutors will receive materials and session delivery plans. These should not be altered except as discussed on engagement, and material must not be repurposed for other audiences

Development of new CPD courses:

- Courses will typically be developed to meet identified client needs, according to an agreed process incorporating a number of client meetings (typically via Teams/Zoom) and with an agreed set of deliverables (including materials and session plans).
- New courses will belong to UoC.

There may also be opportunities to contribute to academic sessions, modules, courses and programmes.

Prospective tutors should:

- Be experienced in planning, delivering and evaluating training or education to diverse groups of learners/employees from a broad range of sectors and settings
- Have expertise in one or more sub-areas within Project Management (e.g. Project Controls, Risk, Quality, Programme Management), or Procurement and Supply Chain Management, (including Commercial and Contract Management), with up to date knowledge of best practice in the field.
- We are also interested in hearing from you if you have successful experience of delivering

the APM PMQ, or if you have specific expertise in relation to digital/IT projects.

- Hold membership of a relevant professional body (e.g. APM)
- Be able to demonstrate the ability to support active learning and to deploy a range of delivery methods
- Be able to demonstrate emotional intelligence, respect for the learners and the ability to deal appropriately with challenge and challenging situations
- Be committed to maintaining confidentiality and respecting commercial sensitivities
- Understand a range of business sectors, ideally including the nuclear industry
- Be willing to comply with clients' security requirements if required (most commonly this means completing DBS checks in relation to courses delivered on the premises of our FE college partners – courses are not usually delivered on highly secure client premises).

How we work

Our Associates are part of the IBIL community. As the Institute develops, we will keep you informed of news and events that may be of interest. We will invite you to occasional staff briefings/meetings and development sessions.

Associates are normally self-employed, typically operating via their own company. We will issue Associates with welcome information on appointment, with individual purchase orders for each assignment (or block of assignments). Payment and contractual arrangements vary between roles/tasks, as follows:

For course delivery

- We will agree a fee for each course, plus travel and subsistence as required. The fee will cover all preparation, delivery and marking of any assessment (formative or summative) as required. The fee is currently £650 per course day.
- We will agree a suitable approach to course familiarisation on a case by case basis

For course development

- We will agree a fixed fee based on the expected size of the task agreed following the initial scoping meeting with the client

How to apply

Please complete the on-line application form via the following link:

<https://jobs.cumbria.ac.uk/Vacancy.aspx?ref=XX015020>. The form will request information about your preferences in relation to location and areas of specialism, and should be accompanied by a CV or resume showing experience and clients relevant to this role (e.g. professional courses delivered), including a brief description of the scope of courses and assignments referenced.

We will review all applications received by 2 August 2024. If you appear to be a good fit with our needs, we will contact you later in August to arrange a further discussion. Applications received after this date will continue to be considered, but may take longer for us to respond to.

If you would like to discuss this further, please contact Steff Hazlehurst, CPD & Operations Manager, steff.hazlehurst@cumbria.ac.uk, and Sarah Allison, CPD & Industry Training Manager, sarah.allison@cumbria.ac.uk, by email in the first instance.

THE UNIVERSITY OF CUMBRIA PROJECT ACADEMY

Who we are and what we do



ABOUT THE UNIVERSITY OF CUMBRIA

We are the University of Cumbria, serving our communities, with people, place and partnership at our heart. We combine leading innovation, expert knowledge and groundbreaking research to develop the workforce regionally and nationally in both the commercial and public sectors.

We work in strategic partnerships with employers, education providers and stakeholders to provide an accessible and research informed academic offer meeting individual, employer and sector needs regionally and nationally.

We provide an excellent learning, teaching and research environment and student experience, equipping our graduates with the skills, attributes, confidence and resilience to succeed on graduation and beyond.

We operate across multiple locations: Carlisle, Lancaster, Ambleside, Workington, Barrow in Furness and London, as well as at employer sites regionally, nationally and internationally.

PROJECT ACADEMY

The University of Cumbria Project Academy (UoCPA) is a growing national centre of excellence for education, skills and the development of effective project professionals who are able to deliver, oversee and lead excellent projects.

We aspire to be recognised across multiple sectors and industries as the partner of choice for developing organisational and team capability and extending project professionals' individual effectiveness from entry level through to subject matter experts, within the ever changing landscape of project delivery.

We work collaboratively with employer and delivery partners to develop, deliver and support a comprehensive and progressive pathway of education, training, professionally accredited qualifications and personal, team and professional development.

The University of Cumbria Project Academy offers an integrated pathway of education, training, development, and professional qualifications designed for project professionals at every career stage - from introductory APM qualifications to our MSc in Project Leadership. The Project Academy portfolio also covers a range of disciplines from leadership to digital skills.

WHAT WE DO

We work closely with industry partners, from SMEs to large organisations such as Sellafield Ltd, Rolls-Royce, BAE Systems, EDF Energy, the NHS and the BBC to identify training needs and develop programmes to address those needs. We have a team of around 30 academic staff and some 15 Associate staff, and we work with around a dozen partner organisations to develop and deliver industry-leading project management qualifications.

Introductory courses include

- Skills Bootcamps in Project Management and in Procurement & Supply Chain Management
- APM Project Fundamentals Qualification

Courses for career starters or changers include

- Degree Apprenticeship in Project Management
- Graduate Diploma in Project Management
- Short courses (1-2 days) in project management fundamentals, including scope management, estimating, planning and cost control, risk management, project quality, and stakeholder engagement

Courses for more experienced project managers include

- Short courses examining individual and team behaviours and how these contribute to project performance
- APM Project Management Qualification
- Practitioner courses revisiting some of the project management fundamentals topics in greater depth

Courses for project leaders include

- MSc in Project Leadership, with the opportunity to apply for APM Chartered Project Professional (ChPP) status

WHO WE WORK WITH



We have been the lead supplier of the Project Academy for Sellafield since 2016. With our partners, we deliver a portfolio of over 50 courses. These include bespoke courses introducing the fundamentals of project management and internationally recognised professional qualifications in project, programme and portfolio management.

The programme is increasingly accessed by other businesses, from other members of the Nuclear Decommissioning Authority family, to the Project and Programme Partners consortium, to other members of the Sellafield supply chain and beyond.

BAE SYSTEMS

We have worked with BAE Systems in Barrow in Furness and nationally since 2017. We provide the academic element of their project management degree apprenticeship to over 100 new starters each year, with another 100 learners joining other HE programmes in project management in Barrow.

The Barrow Learning Quarter is being developed by the University of Cumbria in partnership with BAE Systems and Furness College, and others. It will provide a new university campus (due to open in 2025), adjacent to the BAE Systems Submarine Academy for Skills and Knowledge site on Barrow Island, and a skills hub for sixth form students.

UOCPA IN NUMBERS

Since 2016...

- Over 10,000 attendances at more than 900 short and professional courses by over 4,000 individuals
- Over 1,400 students have started higher education programmes, with over 800 students registered in 2023/24
- Over 250 employers have used one or more of our courses to develop their staff
- APM Graduate of the Year 2024, 2022
- APM Apprentice of the Year 2024, 2022
- Department for Education North West Apprentice of the Year 2023
- In-Cumbria Apprentice of the Year 2023

ADDITIONAL INFORMATION

To find out more about our courses please go to our website or contact our team:

Email: project.academy@cumbria.ac.uk

Phone: +44(0)1228 616332

Web: <https://www.cumbria.ac.uk/business/project-academy/>



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