University of CUMBRIA

SECTION A: THE ROLE	
Job Title:	**CPD Development Coordinator**
Institute/Service:	**Institute of Business, Industry & Leadership**
Job Grade:	Grade 06
Job Family:	Services
Job Location:	**Energus or Carlisle Brampton Road**
Responsible To:	**CPD Delivery Manager**
Role Purpose:	

The CPD Development Coordinator will support and provide project coordination for the development and roll out of new courses and other activities in Project Management, Leadership and related areas. You will also be responsible for continuous improvement of existing courses, reviewing feedback, identifying and coordinating improvements.

Somewhat more than half of your time is likely to be spent on existing and new developments in short courses in Project Management, and somewhat less than half in developments in HE (including Project Management and other subject areas) and in short courses in other subject areas.

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	Manage the process for developing new non-accredited course offerings to clients, incorporating statement of client requirements, internal and external commissioning and development of offer to standardised formats, taking account of University approval processes and being adaptable to client approval processes. Support course developers to adhere to agreed/contractually obliged timelines, ensuring that key deadlines and requirements are widely understood.
2.	Manage a continuous improvement programme across CPD offerings, undertaking periodic reviews of courses drawing on formal and informal evaluations and feedback from tutors and students, identifying areas for improvement and drawing up plans to address these. Manage resulting revisions and enhancements to programmes.
3.	Support Project Managers and academic leads in employer and stakeholder engagement and client relationship management. Ensure all contacts are promptly and fully logged in the CRM system, and support colleagues to keep records up to date. For agreed activities, act as the University's Key Contact for clients until delivery go-live.
4.	For all relevant new and revised courses, collate catalogue information to describe the programme and its delivery models to prospective students and employers for use in prospectuses, marketing materials, quotes and tenders, and other pre-course information. Brief relevant colleagues on new courses and hand over all relevant information for managing ongoing delivery.

5.	Contribute to a shared calendar of forthcoming courses and events showing key deadlines and responsibilities. For new courses, coordinate course scheduling and delivery, collation of course material, arrange and communicate course delivery dates and associated details (including provision of pre-course material to students). Review and analyse student course evaluation forms and exam results, preparing reports on individual courses as required.
6.	Where projects require, coordinate and support the proposal preparation process to agreed timelines, collating elements of proposals, completing application forms, arranging approvals and signature of tenders, and submitting applications (including using online submission systems).

Additional Information:
You may on occasions and in line with operational needs, be required to:
- travel to other campuses and sites as necessary;
- work different hours including at weekends/evenings; and
- comply with client security clearance requirements, including DBS and drug & alcohol checks.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:
At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL
Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE
As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED
As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:
The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement
All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 6 Role Title: CPD Development Coordinator	Essential/ Desirable	To be identified by:
Qualifications Educated to RQF Level 3 (A Level, Scottish Higher or equivalent) or equivalent experience.	Essential	Application Form
Educated to RQF Level 6 (degree level or equivalent) or equivalent experience.	Desirable	Application Form
Hold APM PFQ or other project management qualification, working towards or membership of Professional Body.	Desirable	Application Form
Experience Previous experience in a relevant role dealing with administrative and information management systems and understanding of the relevant terminology.	Essential	Supporting Statement/ Interview
Experience of working in higher education and awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job. Developing expertise and theoretical knowledge.	Desirable	Application Form/Interview
Knowledge, skills and abilities Able to apply a detailed understanding of design, development and delivery of professional courses and their underlying principles, to act as a main point of contact/ point of referral for specific procedures, systems and processes etc	Essential	Supporting Statement/ Interview
Skills to assess and organise resources, and plan and progress work activities, projects, and implement improvements within own area of work, using initiative and judgement with limited recourse to line management.	Essential	Supporting Statement/ Interview
Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology and development and maintenance of websites eg Microsoft Office.	Essential	Supporting Statement/ Interview
Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential	Application Form/ Interview

Skills to research, collate and edit material for inclusion in reports/other documents.	Essential	Application Form/Interview
Well-developed analytical/problem solving capability to perform detailed analysis of information and identify issues to support decision making.	Essential	Supporting Statement/ Interview
Ability to provide detailed guidance, coaching, and instruction to develop the knowledge and skills of others.	Essential	Application Form/Interview
Experience of project management techniques	Desirable	Application Form/Interview
Other Commitment to the strategic plan and values of the University especially in relation to equality of opportunity at work and a healthy and safe working environment.	Essential	Interview