

CPD Course Coordinator and Administrator

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| Department | National Manufacturing Institute Scotland (NMIS) (https://www.nmis.scot/) | | |
| Faculty | Faculty of Engineering (www.strath.ac.uk/engineering/) | | |
| Staff Category | Administrative and Professional | Reference No | 363644 |
| Reports To | Head of Skills Capability | Grade: | 6 |
| Salary Range: | £28331 - £31866 | Contract Type: | Fixed Term (6 months) |
| FTE | 1 (35 hours/week) | Closing Date | 02/05/2021 |

Job Advert

An exciting opportunity has arisen within the NMIS Manufacturing Skills Academy (MSA) to work as part of a team to support the delivery of skills programme from an operational perspective. The MSA will support employers and employees to embrace Industry 4.0 and develop new approaches which build on the provision offered across Scottish institutions, it will look ahead to identify skills gaps and provide access to the latest equipment and training to help companies and individuals prepare for the future and encourage youth to pursue career opportunities in manufacturing, showcasing a clean, high-tech industry which is accessible to all people from all backgrounds.

The NMIS Manufacturing Skills Academy has recently been awarded £1.45 million from the NTTF and as such is developing a number of actual and virtual training interventions and opportunities which will focus on the in-demand skills sought by employers in growth areas of the economy such as digital and net-zero. As part of the programme, NMIS is also collaborating with small and medium sized manufacturing businesses across Scotland, giving graduates the opportunity to work and learn with potential employers.

This role will play a key part in supporting the implementation of current and future skills programmes, in particular the NTTF CPD area and on-going funded programmes by providing course coordination support. This will include event organisation and coordination, monitoring and reporting on relevant course metrics and indicators, liaising with content development providers (internally and externally), working closely with the NMIS marketing function to adequately promote courses through the website, Eventbrite and social media (as required), and provide general administrative support.

Previous experience working within a fast-paced environment and knowledge of course administration would be beneficial. You will have a broad administrative background, particularly demonstrating experience in finance, resource tracking, and supporting the administrative needs of a fast-moving team working to tight deadlines.

To be considered for this role you will be educated to a minimum of HND level, or equivalent, with relevant experience in a similar role, you will have excellent verbal and written communication skills and good interpersonal skills. Most importantly, you will possess good team working skills, balanced with the ability to organise your own workload within a busy office environment. You will have an ability to work under pressure, on your own initiative and you will be IT literate with experience of Microsoft packages such as Office and Excel. Experience using a Learning Management System would be advantageous.

Job Description

Brief Outline of Job:

To provide a high-level administration and organisational support to the Manufacturing Skills Academy and, in particular the NMIS CPD Programme and the National Transition Training Fund including course administration.

Main Activities/Responsibilities:

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| 1. | Provide a high level administrative and organisational support for the Manufacturing Skills Academy. |
| 2. | Manage the skills programme for the Manufacturing Skills Academy, including scheduling, developing agendas, organising and supporting expert speakers and course providers. |
| 3. | Coordinate all course administration for face to face, virtual and online events as part of the CPD programme, including working with the MSA Learning Management System, the Marketing function for the registration and promotion of courses, and internal and external course leaders to confirm course delivery plans. |
| 4. | Work closely with the CPD Manager in gathering the statistical data from course evaluations and presenting the data in standardised reports, taking care to ensure the accuracy of the data and its interpretation in the reports. This will include collating, organising, and editing material for inclusion in reports, including identifying patterns and trends, highlighting and prioritising issues for further investigation to support informed decision making. |
| 5. | Responsibility for monitoring the MSA and project budgets using FMS to analyse spend against budgets, preparing financial reports for external funders working with the NMIS finance team to ensure timely delivery of Purchase Orders in line with procurement legislation. |
| 6. | Work closely with the Marketing department on a range of activities and projects, ensuring the skills programme is promoted widely across a variety of stakeholders. |
| 7. | Provide advice to peers and customers, responding to and independently resolving a range of standard and unforeseen issues working across NMIS and the University in line with quality procedures and processes. |
| 8. | Independently manage the communications channels for the MSA, including email and MS Teams sites. As such, often being the first point of enquiry for stakeholders at all levels in the organisation and confidently resolving those enquiries in line with the governance. |

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E.1 Relevant HND qualification or equivalent relevant work experience.

Experience

E.2 Significant relevant experience in administrative roles within busy office environments.

E.3 Significant experience of arranging, coordinating courses and events.

E.4 Experience of confident, proactive stakeholder engagement with staff at all levels.

D.1 Experience of working in Higher Education and/or skills development function.

D.2 Experience of developing and implementing new office processes.

D.3 Experience of using a Learning Management System.

Job Related Skills and Achievements

E.5 Confident user of Microsoft Office packages, with high levels of proficiency in Word, strengths in Excel, Outlook, and PowerPoint

E.6 Experience of monitoring and reporting on budgets.

E.7 Excellent communication skills, with the ability to convey information clearly, both orally and in writing, to a range of audiences.

E.8 Excellent attention to detail and consistent focus on accuracy.

Personal Attributes

E.9 Excellent interpersonal skills with the ability to work with a wide range of people and deal with difficult situations with tact and diplomacy.

E.10 Excellent planning and organisational skills, with the ability to work autonomously and meet deadlines under pressure.

E.11 Ability to work collaboratively within a team.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to James Hannigan, Head of Skills Capability (james.hannigan@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Interviews

Formal interviews for this post are expected to be held in May 2021.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

