UHR Continuing Professional Development Manager

Job Description

We are…

Universities Human Resources (UHR) is the professional association for higher education HR and related staff in the United Kingdom and Ireland. Our members are the HR staff of almost all UK higher education institutions.

We are looking for…

A part time Continuing Professional Development Manager 0.2 FTE (to be worked flexibly), who will work with the Executive Director to commission, design and, where appropriate, deliver continuing professional development interventions for UHR members, within a broad CPD framework and priorities set each year by the UHR Executive committee. The post-holder reports to the Executive Director and has no staff management responsibilities, although liaison with and oversight of both UHR staff and external providers delivering the CPD activities will be an important part of the role. The role will ideally be based in the Loughborough office, but remote working from a location enabling convenient and cost-effective travel for meetings in Loughborough, London and the majority of UHR group meeting locations would be considered.

You need to be…

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| A **people person** who is also a **great communicator** and someone who is keen to **build and develop a network** | |
|  | Because you will need to… |
|  | * Develop and maintain positive engagement with members, building effective relationships and networks as appropriate. * Use excellent communication skills both written and oral, to develop CPD communication plans, writing clear, concise, correct English requiring little editorial input. This includes news articles, reports and ensuring up to date content for the UHR CPD web pages. * Scan the UHR discussion boards, database discussions, and other communication networks within and beyond UHR (e.g. CIPD), and reply to postings when appropriate, using these as one means of identifying CPD interventions that may be useful to members. * Deliver some CPD activities, and chair webinars and online events as appropriate. * Build partnerships across the sector and with other similar organisations including HPMA and PPMA, with a view to developing and delivering joint CPD activity. * Develop existing links with HR’s professional body, CIPD, to identify opportunities for CPD provision and collaboration. * Liaise with external partners and providers of CPD activity. |

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| Someone with **ideas** but also someone with **initiative** who can be **resourceful** in implementing these ideas | |
|  | Because you will need to… |
|  | * Identify, propose, commission and, where appropriate, design new programmes, events and activities, or revisions to existing provision, to maintain and update the UHR CPD schedule * Oversee and/or facilitate events and programmes (this can be done in conjunction with other colleagues, e.g. local HR Directors, staff developers, the UHR Executive Director). * Book and brief presenters. * Review and evaluate UHR programmes and events. * Identify (in conjunction with the Executive Director and the UHR group chairs) local CPD co-ordinators for each UHR group, and liaise with them to ensure provision and delivery of locally appropriate CPD activities. * Suggest new ways to improve the learning provision, using the most appropriate tools and technology. * Analyse and interpret event feedback to inform the work of the organisation and its members. * Analyse the return on investment and impact of UHR’s CPD provision * Work with PHES colleagues to provide a robust analysis and interpretation of the learning and development data. * Oversee the UHR Mentoring scheme. * Monitoring CPD expenditure against the budget agreed by the UHR Executive, and take action where necessary in the light of variances. * Show your project management skills to deliver CPD projects with minimal supervision |

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| **Committed to learning and development**. You will need experience of commissioning, delivering and evaluating CPD activity, ideally for HR professionals. You will also need to understand **staff/member engagement** and how learning benefits not just the individual but also their employers. | |
|  | Because you will need to… |
|  | * Deliver new CPD projects * Use cost-effective delivery methods that can be replicated across regions (such as webinars, e-learning modules and use of technology) * Continually build and manage an appropriate network of external training and development providers and ensure their input is fully aligned with our organisational priorities and approach * Champion the benefits of CPD |

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| A great **team player** who is happy working in a **small team** and willing to share ideas. But you will also need to be a **self-starter** to get the job done. | |
|  | Because you will need to… |
|  | * Display excellent organisational skills, to work on your projects and be a partner in others. * Have a flexible approach to team working - on occasions, there will be a need to work outside normal office hours, for example when organising or attending conferences. * Have extensive working knowledge of standard office IT products. * Have a persuasive and diplomatic manner. Although an inclusive and conciliatory manner is needed to work in a diverse membership organisation and a small team, the post-holder must have the strength of character and skill to confront under-performance of any project participant at an early stage and in a constructive manner. * Commit to observing the Organisation’s Equal Opportunities Policy at all times. |

You will also ideally have…

* Knowledge of the UK HEI system
* Been educated to degree level or equivalent
* Previous experience in an HE organisation in an HR or staff development role
* CIPD membership

We will offer…

* A competitive salary at **Grade 7 £30,688 - £38,833 pa** pro rata dependent on qualifications and experience.  We benchmark our salaries to the University of Sheffield grading structure.
* A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
* **30 days’ holiday** pro rata plus bank holidays and discretionary days’ office closure.
* Support for **CPD** and appropriate training.
* This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.