



1. Job Specifics

Job Title:	Programme Manager – Senior Leader Degree Apprenticeship - MBA
Reports to:	Associate Dean – Degree Apprenticeships
Location:	London
Division:	Higher Education QA
Department:	Degree Apprenticeships

2. About the role

Role Purpose	<p>To take a leading role in the academic delivery, implementation and continual improvement of a Senior Leader Degree Apprenticeship (SLDA) in the form of an innovative MBA founded on critical action learning. To ensure that all associated academic processes are completed in accordance with university regulations, industry/client needs and QA best practices. This requirement relates to all module and programme activities as well as information provision to senior managers. Be responsible for ensuring that the university's academic and quality assurance policies and procedures are adhered to and to continue to strive for ever more relevant and career empowering academic standards. To manage the tri-partite relationship between student – employer-degree in association with other internal stakeholders such as account managers and talent partners. To manage an efficient programme within the funding banding for this degree apprenticeship.</p>
Duties & Key Responsibilities	<ul style="list-style-type: none">- Lead a highly innovative new MBA with passion, conviction and commitment- Support the teaching staff working on the SLDA MBA establishing a coherent approach to the academic delivery of the programme, including where appropriate the End Point Assessment, along with academic/pastoral support for students- Lead the team of teaching staff to ensure that the programme is academically leading edge, reflective of the latest developments in the subject area and responsive to the complex needs of employers including the focus of Critical Action Learning- Manage staff performance against key quality and performance measures, which will include undertaking teaching observations, standardisation of assessment and identify and implement interventions that enhance staff development.- Together with the registry teams and senior colleagues, monitor and review students' achievement/progression on programme, to facilitate additional support mechanisms as appropriate, including student representation and participation.

	<ul style="list-style-type: none"> - Contribute to development of innovative teaching and learning approaches that enhance overall student attainment and experience within the degree apprenticeships team and across the Higher Education Division of QA - Maintain the collaborative relationships with existing QA university partners and the relevant faculty and individual link tutors and, where appropriate establish and develop new partnerships - Contribute to the planning, preparation and teaching along with the management of modules in programmes outside of the Senior Leader where linked to leading edge work based learning - Contribute to the wider business through the sharing of best practices with other QA divisions and HE partners, including the support for or driving business development opportunities - Recruit qualified and experienced academic staff and oversee their induction to the organisation - Deliver teaching when needed as the programme grows - Develop modules when needed as the programme grows - Be accountable for <ul style="list-style-type: none"> o Annual monitoring of the programmes and implementation of action plans o Monitoring and meeting agreed KPIs including student progression and achievement o Communication of QA policy and best practice to teaching and support teams o Meeting all internal and external Quality Assurance processes and procedures <p>This is not a research active role per se. Research into the effectiveness of our teaching and how to become a 'better manager/leader' is advocated as the programme grows.</p>
KPIs & SLAs	<p>Feedback from apprentices/students in evaluations to help determine the quality of learning to be leading edge such that the brand of QA in such leadership coaching and learning is upheld and enhanced.</p> <p>Teaching and learning practice consistently evaluated as 'good' or 'outstanding' or equivalent (Gold TEF) as part of the regular peer observations of teaching and learning and evidence of continuous quality improvement</p> <p>Learners achieve good outcomes and demonstrate learning gain throughout the programme of relevance to professional practice and are thus retained for the planned duration of their learning journey to achieve Degree Apprenticeship.</p> <p>To develop unique competence associated with the role in the areas of management of others, innovation of teaching and learning, creation and maintenance of complex and dynamic stakeholder relationships within the degree apprenticeships team.</p>
Key Working Relationships	Internal –Tutors/Coaches, Degree Apprenticeship teaching team, broader teaching team within Higher Education, relevant parts of the Apprenticeship Division including account managers and talent partners

	External – students and their employers where appropriate, Partner Universities both at faculty and individual tutor level and other external representatives, for example, professional bodies such as the CMI and HE networks.
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<h3>3. About You</h3>	
Skills & Abilities	<ul style="list-style-type: none"> - Demonstrable educational skills in more than one topic within the specialisms of Management and/or Leadership - Excellent communication skills - Ability to take on responsibility and work to deadlines - A logical thinker with a passion to achieve - Ability to deliver practical and engaging teaching and learning and to instil this approach within others.
Experience	<p>Required</p> <ul style="list-style-type: none"> - PhD with the areas of Management and/or Leadership - Recent publications, scholarly activity, or industrial achievements - Experience in teaching and curriculum management in more than one topic within the specialisms of Management and/or Leadership - A recognised teaching qualification - Mentoring, coaching, training experience - Line management experience - An understanding of the importance of digital and technology in management education aligned to employer needs <p>Desirable</p> <ul style="list-style-type: none"> - Recognised coaching qualification and/or experience of executive coaching
Knowledge	<ul style="list-style-type: none"> - Excellent, detailed knowledge of more than one topic within the specialisms of Management and/or Leadership - Knowledge of apprenticeships, work-based learning and how to manage programmes within Higher Education - Understanding of equality and diversity issues - Understanding of the QAA Quality Code and the role of continuous quality improvement - Good understanding of the market, and the drivers within the apprenticeship and Post Graduate Training Market.
Personal Attributes & Other Requirements	<ul style="list-style-type: none"> - Passionate about delivering high quality learning experiences and inspiring the next generation of professionals - Embraces opportunities to innovate approaches to learning and teaching to meet the needs of degree apprentices - A DBS check will be required before starting in the role

<h3>4. About QA</h3>

<p>About Us</p>	<p>QA is one of the largest learning service organisations in the UK, developing skills and capabilities for everyone from apprentices to business leaders. Headquartered in London, with a nationwide network of state-of-the-art training centres, QA Group is comprised of four fast-growing divisions (QA Learning, QA Apprenticeships, QA Consulting and QA Higher Education); all of which deliver innovative and cutting edge skills solutions to UK organisations.</p> <p>At QA, we are proud to help people and businesses transform their performance through learning; we offer a complete range of business and IT training. With training centres throughout the UK, QA delivers an exceptionally broad training curriculum to meet the needs of individuals and corporate businesses. Our award-winning teams of learning professionals are amongst the best in the world, each with extensive experience and a proven track record of delivering the skills that transform performance and ensure lasting benefits.</p> <p>#TheresnoplacelikeQA</p> <p>At QA, people able to manage growth in an agile and humble way, through team work and a passion for innovation and quality, enjoy their work and grow with the company. Character and personality matter at QA in the way they drive behaviours and attitudes. We work a lot through recognising 'paradoxes' such as growth/quality, team-work/proactive initiative, work/play, humility/pride, dynamism and change/DNA core behaviours, diversity/unity.</p>
<p>The Division You'll Be Working In</p>	<p>QA's Degree Apprenticeship programmes are a collaboration between QA Apprenticeship and QA Higher Education divisions. You will be employed in QA Higher Education, but should expect to work closely with QA Apprenticeship colleagues with delivery across the two sets of programmes.</p> <p>QA Apprenticeships: Formed in 2009, QA Apprenticeships is the first IT apprenticeships business rated Ofsted Outstanding. We are an award-winning provider, offering IT, developer, digital marketing, project management and business apprenticeships throughout England and Scotland. Our apprentices work with industry leaders including Atos, British Gas, BskyB and Cisco. We have won the coveted Apprenticeship Programme of the Year award for three consecutive years at The Learning Awards 2012, 2013 & 2014, and we are the leading apprenticeship partner for Microsoft, Oracle, HPE, Cisco and Association of Project Management.</p> <p>QA Higher Education: QA Higher Education provides quality learning programmes to a culturally and internationally diverse range of candidates. Our programmes provide an education of the highest quality that is focused on ensuring students have a fulfilling, challenging and intellectually stimulating experience to best prepare them for the business world. The Higher Education division includes the degree apprenticeships team.</p> <p>QA Higher Education offers a range of courses through our partnership with various universities across the country. We offer</p>

	<p>globally recognised, fully accredited British degrees at Bachelor's and Master's levels, as well as a range of other courses and qualifications and over 90% of graduates are in employment or pursuing further studies within six months of graduating. This is one of the highest employment / further study rates in the UK.</p>
<p>QA Values</p>	<ul style="list-style-type: none"> • Integrity - We will: Be open and honest. Have trust and respect for each other. Act in the best interests of the whole business. Share knowledge and experience. • Commitment – We will: Deliver our obligations to clients and colleagues. Take individual responsibility and be proactive in delivering what we promise. Champion equality, diversity and inclusion. Support our communities and protect the environment. • Service – We will: Understand our clients and exceed their expectations. Provide exceptional value. Deliver the highest quality service. Strive to continually improve and enhance our services.
<p>Benefits Offered With This Role</p> <p>[the following list to be amended to reflect the specific benefits offered for this role]</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone can take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives – you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) – with the option to buy more if you wish.</p> <p>It's important, too, to plan and ensure we can maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 2% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) if ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> • Season ticket loan

- Cycle to work scheme