

Academic Planning Coordinator

Job Specification

JOB DESCRIPTION

Employment status:	Permanent, full time
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.
Location:	Horizons, 60 Queen's Road, Reading, RG1 4BS however please note we are working flexibly due to the pandemic (home/remote, office, or a combination) <i>Happy to talk flexible working and reasonable adjustments</i>
Department:	Learning, Teaching & Apprenticeships
Manager:	Head of Academic Resource Management
Liaises with:	School of the Built Environment, Dean – School of the Built Environment (Academic), all UCEM teams as required to support the School

Summary of the role

The Projects and Delivery Performance (PDP) team aims to achieve excellence in delivery management and support continual improvement of UCEM's capability so that we support every student to be successful. The PDP team forms part of the Learning, Teaching and Apprenticeship (LT&A) Department, however it also works extensively with other Departments at UCEM, providing project coordination and management for key change initiatives.

The Academic Resource Management (ARM) team (sitting within PDP) aims to proactively plan the academic year so that internal academic staff and Associate Tutor resourcing needs are fully understood and flexible to the evolving needs of the institution. It also drives the continuous enhancement of the academic team including identifying the skills and capability areas within the academic team and developing a training and development cycle built into resource planning.

As Academic Planning Coordinator, you will be responsible for proactively planning the academic calendar, working with colleagues across the institution to ensure all academic activities are included in the annual planning cycle. With an initial focus on a specific project to consider and coordinate the academic calendar and improve workflows within the School of the Built Environment, you will lead the planning of academic activities throughout the year. You will act as the key liaison between the Projects and Delivery Performance (PDP) team and the wider Learning, Teaching and Apprenticeship (LT&A) Department. Through developing strong working relationships with the Dean of the School of the Built Environment, the Associate Dean of School, and academic colleagues across the institution, you will monitor and drive actions that contribute to the smooth operation of the School.

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You will work with senior stakeholders to anticipate activities which require the support of the School and plan the optimal delivery of those activities in the context of the School's capacity and priorities. The outcomes expected of this role are that the competing demands of academic time across the year are balanced so that we are able to achieve planned activities on time and to a high standard that supports student satisfaction and success.

Duties and responsibilities

Academic calendar

Working with the Head of Academic Resource Management, you will be responsible for coordinating activities relating to the academic calendar. This will include:

- Leading the planning and managing of the academic calendar to ensure academic activities are planned in advance and minimise clashes. The calendar should ensure all institutional priorities are met whilst also utilising the key dates set by Academic Registry and conforming with the academic workload model to ensure that academic staff have sufficient capacity at the appropriate time of year to undertake the relevant activity.
- Leading the planning of non-delivery related academic activity; working with the Academic Operations Manager to plan for subsequent academic years, ensuring continuous enhancement activities are appropriately resourced.
- Developing a roadmap for academic resource for the next academic year by collaborating with teams and departments across the institution; creating a plan for academic input, ensuring it is achievable, resourced appropriately, and in-line with institutional priorities.
- Developing a process for ensuring that future resource needs are captured, evaluated, and included in the annual planning cycle.
- Proactively identifying potential clashes in resource needs, unreasonable deadlines, or processes where timings are not streamlined and meeting with parties concerned to resolve any issues.
- Ensuring the academic calendar is centrally diarised, allowing for visibility of workloads across the institution.
- Provide support to academic management staff with forward planning for busy periods and known break periods such as Christmas.
- Representing the Academic Resource Management team at key meetings for the School of the Built Environment, following up on key actions and driving the resulting change initiatives.

Communication

- Developing engaging communication strategies to inform academic staff and colleagues across the wider institution of the academic calendar and its key events.
- Effectively communicating upcoming events and workloads to academic staff, ensuring they are aware of their responsibilities and timelines.
- Developing strong working relationships with colleagues and using these relationships to follow-up on outstanding activities relating to the annual enhancement cycle, highlighting areas of risk.
- Monitoring progress and coordinating RAG ratings and progress updates from objective owners to LTEC (Learning and Teaching Enhancement Committee) for the areas of responsibility within the school for the Learning, Teaching and Assessment Strategy.

Line management responsibilities

None

Financial accountabilities

None

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Person specification

A = Application/CV I = Interview T = Test

Qualifications and training*			
Essential	How tested	Desirable	How tested
GCSE Maths and English Language Grade C or above or New Grade 4 or above	A	Higher education qualification or equivalent professional experience	A
*Please be aware that as part of our onboarding processes, we will seek evidence of academic and/or professional qualifications detailed on your application			
Previous experience			
Essential	How tested	Desirable	How tested
Coordination and influence of stakeholders and team members	A I T	Working in the higher education sector	A I
Multi-tasking and adaptable working environment	A I	Planning and coordination of academic activity	A I
Working across multiple teams	A I	Management of projects	A I
Planning and coordination of operational activities	A I T		
Development of communication strategies / plans	A I T		
Skills, knowledge, and aptitudes			
Essential	How tested	Desirable	How tested
Excellent written and verbal communication skills; able to influence and liaise with multiple departments and advocate for change with confidence	A I	Project management skills	A
Ability to develop operational plans and communicate the plan to stakeholders	A I		
Strong organisational skills with the ability to work successfully while under pressure	A I		
Demonstrate a high level of accuracy and consistent attention to detail	A I T		
Excellent IT skills; strong confidence in Microsoft Office applications	A I T		
Strong ability to prioritise competing tasks and priorities	A I		

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Positive, engaging attitude and demeanour	I		
Ability to challenge colleagues whilst maintaining positive and supportive working relationships	A I		
An ability to work independently and maintain self-motivation	I		
Highly flexible and adaptable	A I		
Able to plan ahead to achieve agreed deadlines	A I T		
Exceptional ability to relay complex information to a range of audiences	A I		
Other or special requirements			
Essential	How tested	Desirable	How tested
Commitment to excellence	I		
Commitment to Student Success; at UCEM we all work hard to make sure that our students are successful	I		
VALUES – we expect all new employees to demonstrate our values at work			
<i>We will test these as part of the interview process</i>			
Passion – we care			
<ul style="list-style-type: none"> • We want each and every one of our students to succeed • We do the right thing by our students and customers; that means we do whatever we can to ensure that no student falls behind in their studies, and that no customer is unhappy with the service they receive 			
Integrity – fairness first			
<ul style="list-style-type: none"> • We model integrity in everything we do • We never compromise on honesty or trustworthiness • We adhere closely to laws and compliance standards • We do what we say we will do, and fulfil our promises to staff 			
Excellence – we aim high			
<ul style="list-style-type: none"> • High standards drive everything we do • We deliver excellence, strive for continuous improvement and respond dynamically to change • Each one of us is personally responsible and accountable for the quality of whatever we do • We listen to our students and understand their expectations • We strive to exceed expectations in quality and delivery 			
Support – we support and respect each other			
<ul style="list-style-type: none"> • At UCEM each member of staff does everything they can to help other staff and students to achieve their goals • We respect others and their opinions, we are open to ideas, we trust each other • We promote a supportive working environment across UCEM that extends to our students 			

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- We value and reward each individual's skills, working towards common goals with shared objectives and through collaborative practice

SAFEGUARDING AND PREVENT

Please note any appointment to this post is conditional upon and subject to an enhanced certificate (criminal record check) issued by the Disclosure and Barring Service (DBS), which will also include a check of the DBS Barred Lists.

If you are appointed to this post you will also be required, as part of your induction training, to undertake training relating to safeguarding and Prevent. This training will be both face-to-face and online. Any prior training in these areas is helpful, however it will not make you exempt from undertaking training with us.

BENEFITS

- Salary up to £30,000 per annum. Full Time Equivalent.
- 24 days paid holiday (rising with service to 27) plus paid bank / public holidays and up to 5 paid closure days; all per holiday year Full Time Equivalent. Holiday buy/sell available.
- Salary exchange pension scheme (auto-enrolment to the People's Pension). You will automatically be opted-in to salary exchange (the term we use for salary sacrifice). You may opt-out.
- Employee Assistance Programme and wellbeing support.
- Horizons: There are limited paid parking spaces however you may ask to join the Waiting List. There is no guarantee you will be successful in obtaining a space before or after commencing employment, so you will need to consider alternative travel arrangements. *Please note these arrangements may vary due to the current pandemic.*
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Voluntary Healthcare Scheme.
- Charity giving.
- Access to IT and retail discounts.
- Life assurance provision.

On the jobs page of our website you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

Preferably by email to recruitment@ucem.ac.uk

Please send the following documents:

- 1) Your up-to-date CV;
- 2) A covering letter outlining your suitability* for the role with your salary details; and
- 3) A completed **Recruitment Check Form**, available from the jobs section of our website at www.ucem.ac.uk

*We hope that you take time to consider the UCEM Values when you prepare your job application; you may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/wp-content/uploads/2019/08/UCEM-Vision-brochure-Digital.pdf>

Internal applicants are advised to inform their line manager of their application.

Informal discussion

If you are unsure whether to apply for this vacancy as you don't meet every essential element of the Person Specification above, we strongly encourage you to call the hiring manager (details below) to discuss your skills and experience. If you are excited by this role, do not rule yourself out; it still might be worth submitting an application.

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For an informal discussion about the role please contact Sophie Elliott on 0118 921 4639 or email s.elliott@ucem.ac.uk.

For any other enquiries please contact HR on 0118 467 2243 / 2349 or email recruitment@ucem.ac.uk

NO AGENCIES – WE DO NOT USE AGENCIES NOR CAN WE ACCEPT CV SUBMISSIONS

Closing date

Wednesday 31 March 2021 at 5.00 p.m.

Interview date

Initial interviews are scheduled for week commencing 12 April 2021.

Please note, applications may be reviewed as and when they are received, so you may be invited to interview ahead of the closing date. Due to the current pandemic, you are advised that we may carry out interviews over Zoom, rather than inviting you to visit our Reading office.

Please be prepared that there may be a two-stage interview process, held on different dates. As part of any interview process with UCEM, you will meet with a member of the Senior Leadership Team; subject to availability this may be a Zoom or telephone interview.