

Candidate Brief

Programme Manager, Centre for Growth

Reference: R180324

Salary: Grade 9, £39,992 to £47,722
per annum

Contract Type: Fixed Term (12
months)

Basis: Full Time

Closing Date: 23.59 hours BST on
Sunday 09 September 2018

Interview Date: Friday 21 September
2018

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

The Centre for Growth is a centre for expertise in business and economic growth and a focal point for growth programmes and other small business activity at Aston Business School. The Centre for Growth has been running high profile and high impact leadership and management training for SMEs since 2011 including the Goldman Sachs 10,000 Small Businesses programme, the Aston Programme for Small Business Growth, and Pitchfest West Midlands. The Centre works with external funders and partners, for example delivering growth programmes in collaboration with other Small Business Charter holding business schools, and is a strategic partner in the Greater Birmingham and Solihull Growth Hub. ERC, the national Enterprise Research Centre run jointly by Aston University and the University of Warwick, operates at Aston within the Centre for Growth.

The Centre has a small team of 10-15 people and the Programme Manager is a senior member of the Centre's team with responsibility for leading on core business engagement activity for the benefit of entrepreneurs and small businesses. This requires relationship building with the SME beneficiaries as well as funders and regional bodies, academics and external experts. During the current year this will include the Midlands development and delivery of Productivity through People, a major new growth programme coordinated nationally by Be the Business.

Main Duties/Responsibilities:

Planning

- ▶ Develop programme delivery plans for business engagement activity in consultation with the Programme Director. Ensure activities align with Centre for Growth priorities and the needs of target SME beneficiaries and take responsibility for their implementation.
- ▶ Plan and organise programme resources to ensure effective delivery.

Recruitment and Selection Process

- ▶ Recruit applicants to programmes and business support opportunities, running suitable application and selection processes where relevant and ensuring sufficient eligible applicants.

Financial Management

- ▶ Be responsible for setting programme budgets, monitoring spend and monitoring the use of Agresso (finance database). Review monthly budget spend reports with the Programme Director and put in place remedial actions as appropriate.
- ▶ Manage the payment process for participants where relevant.

Relationship Management

- ▶ Manage relationships with funders, consortium members, referral partners and other relevant stakeholders.
- ▶ Monitor and ensure the quality of communications between business engagement activity and external stakeholders.
- ▶ Ensure that partners and funders are updated regularly on operational matters, initiating and monitoring systems for this.
- ▶ Ensure effective communication with target SME groups including potential programme participants, and alumni from Centre for Growth programmes, to build a thriving network and a detailed understanding of their needs.

Programme Delivery

- ▶ Develop and manage the delivery of all elements of programmes, workshops and events with the support of other team members.
- ▶ Manage team members and recruit additional admin support when required for externally funded programmes, allocate tasks and supervise work.
- ▶ Ensure all workshop and event materials are produced on time and that all arrangements for venues are in place; attend and support delivery of events and workshops as appropriate.
- ▶ Monitor participant attendance and the participant evaluation of each business engagement activity and ensure timely submission of the data. Put in place the processes to ensure effective collection of participant impact evidence to aid overall programme evaluation.

Integrated Working

- ▶ Ensure appropriate liaison with Aston Business School and Aston University support departments, particularly purchasing, finance and legal, to ensure business engagement delivery conforms to University policies and processes.
- ▶ Build relationships with other teams at Aston responsible for delivering business engagement activities, ensure effective communication and sharing of information, and promote collaborative working.

General

- ▶ Collect feedback and other data about business support activities and provide regular progress reports.
- ▶ Work closely with the Centre Director and other team members to monitor progress of business engagement activities against Centre for Growth priorities.
- ▶ Lead and manage staff as appropriate, promoting citizenship, collaboration, and high performance within the team.
- ▶ Undertake other duties as requested from time to time by the Centre Director and Associate Director and to ensure the effective operation of the Centre for Growth.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Education to A level is required, plus a graduate level qualification or substantial equivalent experience in a management role in a business support environment.	Application form
Experience	<p>Substantial experience of managing programme operations in a business support environment including provision of support to SMEs.</p> <p>Substantial experience of communicating effectively with a wide range of people in a business context including corporate clients, funders and small businesses.</p> <p>Experience of organising events.</p> <p>Experience of successful line management.</p>	Application form, interview and presentation
Aptitude and skills	<p>Ability to work collaboratively and build productive relationships with a range of partners, stakeholders and external clients and contractors.</p> <p>High degree of attention to detail and quality including strong verbal and written communication skills.</p> <p>Excellent presentation skills.</p> <p>Ability to work accurately and to tight timescales.</p> <p>Proactive attitude, able to take advantage of opportunities and be flexible and responsive to change.</p> <p>Ability to use Microsoft packages (Word, Outlook, Excel and PowerPoint) to a high standard.</p> <p>Willingness and availability to attend events and workshops outside of normal working hours, for example breakfast and evening events.</p>	Application form, interview and presentation

	Desirable	Method of assessment
Experience	Experience of working collaboratively with academics and university professional services staff.	Application form, interview and presentation

	Desirable	Method of assessment
Aptitude and skills	<p>Knowledge of business support providers and networks in the Midlands.</p> <p>Understanding of the policy and funding context for business support.</p> <p>Understanding of business engagement in the university environment.</p>	<p>Application form, interview and presentation</p>

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:

Name: Paula Whitehouse

Job Title: Director of Aston Centre for Growth

Tel: 0121 204 3122

Email: p.a.whitehouse@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

Benefits: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

Working in Birmingham: <http://www.aston.ac.uk/birmingham/city-living/>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <http://www.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.



Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr