



JOB DESCRIPTION

Job Title: Project Manager (full-time)

1.0 RESPONSIBLE TO:

1.1 Chief Executive, Landex

2.0 RESPONSIBLE FOR:

2.1 Working with the Chief Executive to carry out a wide range of liaison activities on behalf of member colleges and universities.

2.2 Managing a range of externally funded projects of benefit to Landex members.

2.3 Identifying and applying for grants for projects that will involve or be of benefit to all, or parts, of the membership.

2.4 Managing the activity of Land Based Learning Ltd.

3.0 SPECIFIC RESPONSIBILITIES:

These will include but not be restricted to:

3.1 To promote the interests of Landex members through work with Colleges, Universities and external agencies.

3.2 To apply for grant funding for appropriate projects of benefit to members individually or collectively, and to manage the successful delivery of projects.

3.3 To carry out consultancy and development activity with or on behalf of Landex members on either a cost-recovery or fully commercial basis.

3.4 To promote and facilitate quality improvement within member colleges that will raise the profile of members so they are widely associated with high quality provision.

3.5 To identify and provide a range of support services to member colleges, particularly with respect to digital and other learning technologies.

3.6 To manage the operation of Land Based Learning Ltd on a day to day basis, commissioning the development of on-line interactive materials as appropriate to support the land based curriculum.

3.7 To work within agreed protocols for confidentiality, verification, and reporting within member colleges.

3.8 To understand, implement and comply with company policies and procedures.

3.9 To ensure that administrative procedures are completed efficiently including internal and external returns, and reports required by the Board.

- 3.10 To actively promote and demonstrate a commitment to best practice in equality & diversity.
- 3.11 To demonstrate fully and at all times the generic competencies and professional behaviours expected of all staff employed by the company and its parent organisations.
- 3.12 To ensure that all Health and Safety legislation and good working practice are observed, including the completion of and adherence to risk assessments, COSHH assessments and accident reports.
- 3.13 To undertake such other duties as the Chief Executive may require and as may reasonably be expected, commensurate with the grade of post.

This job description is current at the date shown below. It is liable to variation, in consultation with the postholder, to reflect or anticipate changes in the post.

Chris Moody
April 2017

4.0 CONDITIONS OF SERVICE: -

4.1 REMUNERATION

Salary: In the range £30,000 - £45,000 per annum depending upon qualifications and experience.

Membership of the LGPS or Teachers' Pension Scheme.

4.2 HOURS OF SERVICE

You will be available to the Company daily and will be required to abstain from any other occupation if, in the opinion of the Board, it interferes with the due performance of duties or conflicts with the interests of the company. The minimum working week will be 40 hours. Flexibility to reflect variations in workload is an important aspect of the post. Work away from the office location in Northampton will be a normal part of the role.

4.3 MEDICAL

You will be required to complete a medical form and if appropriate undertake a medical examination, and confirmation of the appointment will be conditional upon this being satisfactory. Any current or recent medical problems must be disclosed.

4.4 TRAVEL

You will be required to use your own vehicle in the performance of your duties. In such cases, you will be entitled to claim expenses at the approved rates for casual use. You will be required to hold a current driving licence. It is your responsibility to ensure that your vehicle is insured for business use and maintained in a legal and roadworthy condition at all times. Copies of a current driving licence, valid insurance certificate and MOT certificate if appropriate must be lodged with the Landex office.

4.5 DRESS

The company seeks to maintain high professional standards at all times. The person appointed will be required to adhere to the professional dress code as approved by the Board.

4.6 LEAVE

The post holder will be entitled to 25 days of annual leave in addition to public and bank holidays observed in the United Kingdom. Leave must be taken at a time appropriate to the Company workload and in agreement with the Chief Executive.

4.7 PERFORMANCE REVIEW

The postholder will be required to participate in a staff performance review scheme approved by the Board.

4.8 DEDUCTIONS

For the purposes of the Employment Rights Act 1996, you hereby authorise the Company to deduct from your salary any sums due from you to the Company, including any overpayment, loans, staff development fees or advances made to you by the Company.

4.9 SICKNESS

If you are absent from work due to sickness or injury, you may be eligible to receive sick pay in accordance with the Company's Sickness Policy after 12 months' continuous service.

The payment of sick pay is subject to a range of criteria including your compliance with the Company's rules for the notification and verification of sickness absence, which are set out in the Sickness Policy.

4.10 EXCLUSIVITY OF SERVICE

You are required to devote your attention and abilities to your duties during your working hours and to act in the best interests of the Employer at all times. Accordingly, you must not undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the Employer.

It follows that you are required to notify the Chief Executive of any employment or engagement which you intend to undertake whilst in the employment of the Employer (including any such employment or engagement which commenced before your employment under this contract). The Chief Executive will then notify you within 10 working days whether such employment or engagement is prohibited by the above paragraph.

4.11 GRIEVANCES

If you have a grievance relating to your employment, you are entitled to invoke the Company's Grievance Procedure. The Procedure may be varied by the Company from time to time.

4.12 DISCIPLINARY PROCEDURE

The Company expects reasonable standards of performance and conduct from its employees. Details of its Disciplinary Procedure will be supplied to you on request. The Procedure may be varied by the Company from time to time.

4.13 PROBATIONARY PERIOD

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed. The Company reserves the right to extend your probationary period if, in its opinion, circumstances so require.

4.14 CONFIDENTIALITY

You shall not either during your employment (except in the proper performance of your duties), nor at any time after its termination, use for your own purposes (or for any purposes other than those of the Company) or divulge to any person, corporation, company or other organisation whatsoever any confidential information belonging to the Company or to any Subsidiary or relating to its or their affairs or dealing which may come to your knowledge during your employment. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of your employment, other than as a result of unauthorised disclosure by you or by any third party.

4.15 TERMINATION OF EMPLOYMENT

During the probationary period, the period of notice is one month. Thereafter, except in the case of dismissal for misconduct or other urgent causes, the period of notice is three months.

4.16 CANVASSING

Canvassing directly or indirectly will disqualify and the applicant is required to disclose in writing whether to their knowledge they are related to any member of the staff of Landex.

5.0 QUALIFICATIONS

The person sought will be educated to degree or equivalent level, and preferably hold a recognized teaching qualification.

Previous teaching or materials development, and management experience in a land based or general further and higher education environment is important, as is a detailed knowledge of current educational initiatives. A high level of IT expertise together with an extensive knowledge of digital technology is essential.

An ambitious person who is keen to participate in the development of the Company and to advance his or her own career is sought for this new position.

6.0 APPLICATIONS

Applications by letter, together with a current cv, should be submitted by 5pm on Friday 5th May 2017 to:

Chris Moody
Chief Executive
Sunley Conference Centre
University of Northampton, Park Campus
Boughton Green Road,
Northampton.
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chrismoody@landex.org.uk