

## Job Description

<b>JOB TITLE:</b>	<b>Head of Learning and Professional Development</b>
<b>REPORTS TO:</b>	<b>CEO</b>
<b>JOB PURPOSE:</b>	Overall responsibility for strategic direction, development, implementation and delivery of CRAC/Vitae's learning and professional development activity. Building on Vitae's reputation and position as international innovator and thought leader for the professional development and training of researchers and researcher developers.
<b>GRADE/SALARY:</b>	<b>5</b>
<b>Date of Issue:</b>	<b>December 2018</b>

### MAIN RESPONSIBILITIES

- Develop and deliver the learning and professional development strategy
- Diversify the e-learning infrastructure, including content development to increase engagement and reach of Vitae products and services
- Deliver agreed growth targets, contracts and commitments leading co-ordination of internal and external resource
- Secure new business and income, driving ideas and opportunities for business development and writing proposals
- Work with counterparts in client, stakeholder and partner organisations to deliver agreed strategic aims, proposals and contracts
- Develop and review programmes, products, and services
- Design and drive co-development and updating of materials to keep Vitae products and services market-leading
- Manage coordination and delivery of programmes and resources, managing key internal and external relationships
- Develop and implement quality assurance mechanisms to uphold standards and build reputation
- Gather evidence of reach and impact of learning and professional development and provide regular reporting to clients, senior management and the Board
- Provide regular management information and impact analysis on progress for internal and external reporting
- Ensure effective communication internally and externally including with Associates, partners and suppliers
- Manage team to achieve their objectives and targets, and drive culture of continuous improvement
- Work closely with the Head of Higher Education Engagement and Head of Finance and Resources to drive business development and project management across the organisation continuously improving business practices and procedures

### 2. KEY RELATIONSHIPS

- CRAC Senior Management Team
- Head of Higher Education Engagement
- Head of Finances and Resources
- Learning and Professional Development Team
- ICT Manager
- Office Manager
- Clients and funders, Associates, community and networks, Vitae Working Groups

### 3. PERSON SPECIFICATION AND EXPERIENCE

#### Knowledge and Experience

- Substantial experience of strategic development and design of training and professional development programmes and activity
- Excellent proven programme and project management skills
- Demonstrable experience of successfully delivering a wide variety of projects on time and on budget
- Experience of quality assurance, analysis and evaluation of impact
- Proven track record of building trust and respect with internal and external stakeholders
- Demonstrable experience of growing and developing new business
- Knowledge of current learning and professional development trends, preferably recognised through a professional qualification
- Business awareness with sensitivity to non-commercial goals
- Client, team and community focused
- Preferable - experience of working with universities in the UK and internationally in relation to researcher, staff or career development

#### Skills, the ability to:

- Excellent strategic development skills
- Excellent project leadership and management skills
- Excellent communication skills both written and oral
- Use appropriate and available information (eg Training Needs Analysis) and devise a suitable programme
- Ability to solve problems and make decisions
- High level analytical skills
- Appropriate IT skills
- Ability to establish, communicate and manage through processes and procedures
- Strong leadership skills in the supervision and development of staff
- A pro-active individual with good interpersonal skills to inform, support and involve colleagues across the organisation where appropriate

#### Attributes

- Ability to be flexible and to work under pressure, using sound time management and prioritisation skills in order to meet deadlines
- Ability to lead and work as part of a team
- Excellent interpersonal and communication skills, including negotiation, & persuasion

- Demonstrable commitment to the concept of a learning organisation, including own personal development