

Job Description

Post Title and Post Number	University of Birmingham Programme Manager for The Other Place - 51438
Organisation Advertising Description	School of English, Drama, American and Canadian Studies College of Arts and Law
Post Number	51438
Full Time/Part Time	Part Time – 70% (3.5 days per week)
Duration of post	Permanent
Post is open to:	External and Internal candidates
Grade	Grade 7
Salary	Starting salary is normally in the range £28,695 to £37,394 pro rata. With potential progression once in post to £39,685 a year pro rata.
Terms and Conditions	Administrative and Other Related
Closing Date	20 th March 2015

Job Summary

We seek to appoint a talented programme manager (part-time, 3.5 days per week) to work on the University's behalf to manage activity at the heart of the exciting new collaboration with the Royal Shakespeare Company (RSC). The Other Place will become a hub for cutting-edge research and creative practice. Students will access creative and teaching spaces at The Other Place, with RSC artists and practitioners providing input to undergraduate and postgraduate courses, whilst the RSC will work closely with internationally renowned academics based at the University's Shakespeare Institute in Stratford-upon-Avon. Programme Manager duties will include the day to day planning and co-ordination of activities, event management, writing and managing project documentation, budget setting and tracking, contingency planning and risk management. The post holder's main place of work will be at the Shakespeare Institute in Stratford although regular attendance at meetings on the University of Birmingham's Edgbaston campus will also be required. The RSC is simultaneously recruiting a Higher Education Programme Developer who will work in very close partnership with the University of Birmingham's Programme Manager.

Main Details

1. To lead on programme activity by providing comprehensive professional advice and project management to ensure that the collaboration between the University of Birmingham and The Royal Shakespeare Company runs smoothly. The post holder will need to ensure that activity falls within the 5-

year legally binding long-form agreement and where necessary work with Legal Services and The Royal Shakespeare Company's legal advisors to set up separate legal agreements for research projects. The Long Form Agreement will be used by the post holder as a working document to guide decisions and working practices.

2. To deal sensitively with programme matters, negotiating between interested parties to resolve issues before they become problematic.
3. To ensure that activity agreed as part of the collaboration is delivered according to the agreed schedule and within budget. This will include considerable forward planning, managing the design, plan and delivery of projects, putting forward proposals for approval by both University of Birmingham and Royal Shakespeare Company staff.
4. To support senior University staff to maintain and enhance the relationship with The Royal Shakespeare Company. This will include assessing and interpreting needs, defining objectives and deliverables, maintaining regular contact with stakeholders to understand requirements, generate and negotiate solutions and ensure that requirements are delivered.
5. To assess risks and maintain a Project risk register, actively working to mitigate key risks as required.
6. To identify where the activity impacts on other University business and co-ordinating with a wider group of University staff as necessary to achieve acceptable solutions.
7. To compile and maintain project documentation. This will include writing and maintaining documents and reports and being secretary to the Project Board.
8. To attend and report to regular meetings associated with the collaboration both on the Edgbaston Campus and in Stratford.
9. To work in partnership with the College of Arts and Law Marketing Manager to promote collaboration activity to colleagues, students (both current and prospective) and members of the public.
10. To manage the formal requirement for meetings which will include setting agendas, writing papers, minuting meetings and ensuring that follow-up action is taken within appropriate timescales.
11. To work closely with The Royal Shakespeare Company's counterpart to ensure a successful and productive collaboration
12. To set, monitor and track financial spend against budgets, recommending alternative delivery approaches to ensure projects deliver within budgets agreed at the outset.
13. To become familiar with the agreement about Intellectual Property and to ensure that the products from the collaboration are dealt with according to that agreement.
14. To undertake events management which will include managing events through from conception to completion and ensuring they are delivered within budget.
15. To participate in discussions about major grant applications and to co-ordinate the work of preparing and submitting applications. This will include working in close partnership with the College R&KT Office and with staff at The Royal Shakespeare Company.

16. To co-ordinate the University's space requirements for The Other Place and to work closely with The Royal Shakespeare Company staff on logistical planning, timetabling and issue resolution, ensuring that the needs of both organisations are appropriately balanced.
17. To line manage staff as required.
18. Other duties as may reasonably be required by the Operations Manager or College Director of Operations

Knowledge, Skills, Qualifications and Experience Required

Essential

- Formal education to degree level (ideally in the humanities)
- Proven project management experience with a successful track record of managing complex projects within timescale and budget
- Experience of undertaking administrative work at a senior level in Higher Education (or equivalent)
- Experience of providing high level administrative support to staff involved in creative practice (eg theatre, performance)
- Experience of desktop systems, eg word processing, spreadsheets, email, diary/calendar software and diagramming packages
- Considerable experience of stakeholder management and maintaining effective working relationships with a broad spectrum of people and between high profile organisations
- Excellent written and oral communication skills including experience of writing reports and delivering presentations
- Ability to interpret, analyse and present information and formulate clear proposals on the basis of the analysis, with an exceptional eye for details
- Experience of using facilitation techniques when working with and across teams and stakeholders
- An ability to prioritise and to schedule workloads in the face of conflicting demands
- A firm but diplomatic attitude with the ability to prioritise, negotiate and use one's own judgement
- Experience of budget planning and tracking
- Experience of effective team working although the post holder will be required to be self-sufficient, working without direct supervision
- Developed networking skills
- Experience of managing staff

Highly Desirable

- Formal training in project management techniques and methodology
- Experience of preparing and submitting major funding applications

For informal enquiries, please contact Fiona Gilyead (Operations Manager) at F.Gilyead@bham.ac.uk.