

Job Description

Role title	Professional Development Manager (Content)
Role reports to	Technical Lead
Direct reports	None
Indirect reports	None
Level	
Job family	Design
Sub family	
Product Group	
Department	Partnership for Education
Location	Cambridge (UK) / Hybrid
Effective date	As soon as possible

Purpose of the role

The purpose of this role is to support the Partnership for Education to manage the end-to-end process of producing high-quality content for multiple, bespoke training programmes for teaching assistants, teachers and school leaders. The post holder will devise the brief, commission consultants to write and review the content, collaborate with consultants to hone, and revise content based on feedback to ensure it is fit-for-purpose.

This will be the first year these training programmes are delivered, and we will be developing multiple programmes in parallel to tight deadlines. This role will therefore require excellent organisation skills and a highly responsive and adaptable individual who is comfortable managing competing, and evolving, demands. They will have excellent communication skills and the ability to manage multiple stakeholders to ensure the development of quality materials on time and within budget.

Key accountabilities

- Managing the end-to-end process of producing new, bespoke professional development programme content for teaching assistants, teachers and school leaders.
- Managing multiple consultants to ensure the production of quality content which fulfils the brief, meets quality standards, and is fit-for purpose.
- Advising on effective pedagogy and professional development practice.
- Responding to, and managing, feedback from internal and external stakeholders.
- Maintaining trackers and escalating concerns where appropriate to the Technical Lead to ensure delivery of training materials to meet deadlines.

Key relationships (internal and external)

- External consultants
- External customers
- Partnership for Education technical programme management and technical teams

Role impact (people, policy, financial)

Budgets <i>(over which you hold direct or indirect management responsibility. Please exclude headcount)</i>	Income <i>(that role is responsible for delivering or makes direct contribution to delivery of)</i> T Direct costs <i>(budgets set and controlled by post holder)</i> None Indirect costs <i>(post holder authorises spending on budget, delegated by budget holder)</i> The post holder operates with the project budget set for each strand and the budget allocated there.
People (The number and levels of colleagues you manage)	No line management responsibilities (will manage a team of external consultants)
Other numbers <i>(any financial data that puts the role into context)</i>	

What is the major impact of this role on the business?

The role is fundamental to Cambridge being able to deliver a high-quality programme to meet customer needs. Quality materials, aligned to the curriculum and assessment, underpin a quality learning experience for those attending the training programmes.

Decisions and Recommendations

The post-holder decides:

- which consultants to commission for writing and reviewing work
- the brief, the timeline and the key content needed
- what feedback should be prioritised and actioned
- if additional feedback / review is required to enable better decisions to meet customer needs
- what needs to be escalated to the Technical Lead

The post-holder recommends:

- changes to enhance the quality of materials
- solutions for issues that arise to be escalated to the Technical Lead where appropriate

Essential knowledge

- Knowledge of pedagogy and adult learning theory
- Knowledge of training principles – both face-to-face and virtual
- Knowledge of MS Office and online teaching tools

Essential skill(s) & experience

- Degree
- Teaching qualification

- Teaching experience
- Experience of delivering professional development
- Experience of developing materials for professional development or teacher support
- Ability to critically evaluate pedagogical research

Key competencies (organisational values)

- Empowerment – able to advise on the best course of action and feeling enabled to make decisions when content is not fit-for-purpose
- Innovation – able to consider and trial new content and modes of delivery
- Collaboration – able to work closely with both internal and external stakeholders
- Responsibility – able to work independently and take responsibility for projects within the Content team

Key competencies (functional)

- Excellent communication skills - able to engage with key stakeholders at all levels
- Attention to detail
- IT skills
- Collaboration and teamwork
- Able to prioritise
- Able to work independently
- Project management
- Research skills
- Budgeting

Key competencies (leadership)

- Achieving – being responsive, decisive and accountable to further our mission
- Inspiring – role models optimism, motivation, authenticity
- Inclusive – curious, open minded, and ready to learn from others
- Trusted & trusting – enables individuals, teams and organisations to collaborate with integrity
- Confidence with humility – has confidence in her/his abilities, with the willingness to learn and adapt