



NCUK

THE UNIVERSITY CONSORTIUM

**Academic Development Manager: Middle
East, Europe, Africa and South Americas
Candidate Information Pack**

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ADVERT AND HOW TO APPLY

Job Advert

Role: Academic Development Manager: Middle East, Europe, Africa and South Americas

Starting Salary: c.£35,000 plus excellent benefits

Location: Flexible

Can you succeed in a busy administrative role in a global academic organisation?

As an Academic Development Manager, you will play a key role in delivering our business and supporting our delivery partners internationally. You will ensure that partners who deliver our qualifications receive the highest levels of support and training to enhance the quality of teaching and learning and their understanding and application of NCUK policies and frameworks. You will work closely with staff in a regional portfolio of delivery partners, either for Asia or for Europe, Africa, ME and South Americas, designing and developing CPD training and courses to present face-to-face or remotely using digital content. You will work with Business Development to support prospecting and the accreditation of new delivery partners in your region including profiling political and regulatory environments of our existing and new markets.

Our ideal candidate will be educated to degree level (or have equivalent experience) in addition to having experience in a teaching or mentoring role and designing training content, preferably within Higher Education with an understanding in current pedagogy styles. You will always demonstrate confidence and professionalism to deliver training to delivery partners and represent NCUK and its core values. You will be culturally aware and able to prioritise work, meet deadlines under pressure and deliver on your commitments. You will work well with other people, have excellent attention to detail, and be committed to achieving the highest standards of quality and service.

NCUK is a unique organisation, founded by UK universities to provide overseas students with guaranteed access to universities through our pathway programmes. More than 30,000 students have successfully progressed to UK Universities by completing NCUK programmes. Our qualifications combine the highest of academic standards with exceptional language, study and cultural skills, and are currently delivered in 18 different countries across four continents. NCUK is a trading subsidiary of the Northern Consortium, a registered educational charity.

We offer a friendly and energetic working environment and excellent benefits, including at least 35 days' holiday (including 8 bank holidays) and pension contributions of up to 8% of salary. This role can be home based or at Head Office in Manchester, UK. The role will involve frequent international travel.

How to apply

Please apply by completing the application form (available at www.ncuk.ac.uk/careers) and sending it to vacancies@ncuk.ac.uk. CVs will not be accepted.

Key dates

Interviews and assessment: TBC

Expected start date: As soon as possible, dependent on notice

What we do

NCUK develops and maintains academic qualifications that prepare students for entry to university. The company also provides a university admission or 'placement' service which supports NCUK students in progressing to university following their course.

NCUK franchises delivery of its academic qualifications to delivery partners, and we currently have over 50 delivery partners across 18 countries. NCUK's Delivery Partners have an average of around 30 students and our largest partnership, the Sino British College (SBC) in Shanghai, has over 1500 students registered on NCUK pathway programmes.

NCUK currently has delivery partners in the following countries:

- China
- Colombia
- Hong Kong
- India
- Ireland
- Japan
- Kenya
- Madagascar
- Malta
- Malaysia
- Myanmar
- Nigeria
- Pakistan
- Peru
- Qatar
- South Korea
- Thailand
- United Kingdom

Academic Pathway Programmes

NCUK currently offers three pathway programmes:

- The *NCUK International Foundation Year (IFY)* is a modular qualification that prepares students for first-year entry to a wide range of bachelor degree courses. Students take a combination of three modules appropriate for their intended degree course and one of NCUK English for Academic Purposes for proof of English where needed.
- The *NCUK Pre Masters Programme (PMP)* provides specialised English for Academic Purposes (EAP) training and an introduction to the research skills needed for success at Masters level.
- The *NCUK International Year One programmes (IYOne)* in Business and Engineering are first year undergraduate degree level equivalent programmes that articulate into the second year of selected undergraduate degree courses at NCUK Universities. The IYOne can be combined with the IFY to form a 2+2 study programme.

History of the Northern Consortium and current group structure

The Northern Consortium was created in 1987 by a set of northern UK universities to collaborate in the delivery of educational programmes on a transnational basis, and to support the progression or 'placement' of students from those programmes into UK universities. The Consortium operated initially as a department of UMIST and was active predominantly in Malaysia.

The founding universities established a Charity in 1993 with the charitable purpose of the advancement of education.

In 1999 the Northern Consortium became active in China and, in 2003, established a wholly-owned operating subsidiary, NCUK, to support its commercial operations.

That structure: a Charity founded by UK universities, with a wholly-owned operating subsidiary, remains today.

Within the Group:

- The Northern Consortium is responsible for fulfilling its charitable objects and public interest obligations. It does this both directly (through, for example, the provision of scholarships) and indirectly (through the operation of NCUK in delivering educational programmes);
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- NCUK operates commercially both to fulfil the charitable objects and public interest obligations of the Northern Consortium, and to raise funds for the Northern Consortium.

Since 1987, the Northern Consortium and NCUK have supported over 30,000 students in their progression to a UK university.

NCUK Universities

NCUK has developed strong relationships with 16 UK Universities, including the majority of the founder members of the Northern Consortium. These NCUK Universities are the primary progression destinations for students completing NCUK programmes:

- Aston University
- University of Birmingham
- University of Bristol
- University of Bradford
- University of Huddersfield
- University of Kent
- Kingston University
- University of Leeds
- Leeds Beckett University
- Liverpool John Moores University
- University of Manchester
- Manchester Metropolitan University
- University of Salford
- Sheffield Hallam University
- University of Sheffield
- Queen Mary, University of London

In addition to these universities further recognition agreements are in place and being developed with Universities in the UK, USA and Australia.

NCUK Staff

NCUK employs a team of approximately 35 permanent staff and buys in services from around 75 external contractors, particularly for academic development and examination activities.

Most of the staff team is based in our UK Office in central Manchester, with a small team based in a representative office in Beijing, China.

Job Title	Academic Development Manager
Functional/Regional Responsibility	
Location	In region or Head Office, UK
Directorate	Academic
Reports To	Head of Product and Academic Development
Line Management	None

Job Purpose
To act as Academic Development Manager for an NCUK region. To deliver the Academic Development and Teaching and Learning Strategies providing academic learning, teaching and assessment development and support to Delivery Partners in the delivery and assessment of NCUK’s qualifications and programmes.

Key Responsibilities and Accountabilities	
	Support the development of an Academic Development Strategy and associated success measures and KPIs
	Support the development of the NCUK Teaching and Learning Strategy with the Head of Product and Academic Development
	Commission and develop supporting materials and training courses to assist Delivery Partner academic staff in the delivery of NCUK qualifications and programmes
	To develop digital content and delivery through an NCUK Virtual Learning Environment (VLE)
	The delivery of staff development courses at Delivery Partners and online through digital channels including but not limited to webinar, VLE and online forums
	Dissemination of good practice in teaching and learning (both generic and module specific)
	Delivery Centre assessment standardisation
	Teacher observations and evaluation
	Practical support for the delivery of programmes by Delivery Partners
	Proactive follow-up with Delivery Partners and academic staff
	The training of other members of NCUK staff and External Examiners in the delivery of the developed supporting materials and training courses

JOB DESCRIPTION

	Qualification and Programme Development i.e. providing feedback to the Product department on teachers' experiences with existing modules and programmes, gaining feedback on proposed developments to specific programmes and modules and on NCUK teaching materials from teachers
	Academic Performance of Delivery Partners i.e. monitoring and analysis of the results and performance of students and teachers, identifying problems and developing Centre Quality Plans, handling complaints and feedback from Delivery Partners
	Making or contributing to decisions on non-standard entry (NSE) exemptions, direct entry / APL, and extension requests as appropriate, in liaison with NCUK colleagues, and maintaining auditable records of such decisions
	Management of Accreditation i.e. accreditation visits and associated paperwork, annual and periodic Delivery Partner auditing
	Induction of new Delivery Partners in programmes and assessments
	Training new Delivery Partner staff on academic processes and systems
	Undertaking risk-based Delivery Partner monitoring
	Liaising with Ministries of Education and Regulatory Bodies, and supporting the Regional Director in ensuring regulatory good standing and recognition of NCUK programmes throughout the region, to include regular PESTLE scanning and updates
	Investigating cases of malpractice and maladministration at Delivery Partner Centres under the direction of the Quality Assurance Manager
	Write and present academic development reports for various audiences as determined by the success measures and KPIs
	Functioning as a member of the regional team, providing academic input on regional market development strategy to include supporting regional events, attending conferences and networking groups
	Participate in the Regional Centres Group
	Attend Exam Boards
	Manage the Academic Development budget
	Manage cross-functional projects to deliver academic development outcomes
	Other academic management duties as and when requested

Qualifications	Essential (✓)	Desirable (✓)
Degree qualification or equivalent or significant work experience/study equivalent to the level of NCUK programmes	✓	
CIPD Level 5 Learning and Development Qualification		✓

PGCE Teaching qualification or equivalent		✓
Experience	Essential (✓)	Desirable (✓)
Experience of relevant regional markets	✓	
UK higher education sector and quality assurance bodies	✓	
Teaching experience preferably in tertiary education either at a UK University or an institution which delivers UK Higher Education programmes through collaborative provision, preferably in English, Business, Sciences or Engineering	✓	
Demonstrable experience in supporting international students and delivery partners		✓
Skills/Knowledge	Essential (✓)	Desirable (✓)
Knowledge and experience of e-learning content development and delivery	✓	
Good working knowledge of MS Excel, PowerPoint and Word	✓	
Good organisational and communication skills	✓	
Good training skills and knowledge	✓	
Experience of developing good working relationships	✓	
Good team working skills	✓	
Good presentation skills	✓	
Ability to interpret quantitative and qualitative data and produce concise reports	✓	
Experience of problem analysis and solving	✓	
Good self-management skills	✓	
Experience of effective planning	✓	
Good decision-making skills	✓	

PERSON SPECIFICATION

Experience of delivering results	✓	
Experience of meeting deadlines	✓	
Experience of internal and external customer focus	✓	
Culturally appropriate communicator	✓	
Demonstrable experience in creating, planning and delivering training	✓	
Fluency in English	✓	
Fluency in one other language relevant to the particular region		✓
Management of external contractors and internal operations	✓	
Ability to manage multiple tasks through project management, scheduling and time management	✓	
Decisive and able to take responsibility for agreed outcomes	✓	
Personal Styles or Qualities	Essential (✓)	Desirable (✓)
Commercial acumen	✓	
Customer focused	✓	
Autonomous	✓	
Self-motivated & enthusiastic	✓	
Adaptable	✓	
Interpersonal awareness	✓	
Resilient	✓	
Resourceful	✓	
Matrix working	✓	

Commitment to continuous improvement and innovative	✓	
Willingness to work flexible hours, travel overseas	✓	

Willingness to Travel
<p>The post holder will be either based at NCUK’s Headquarters in Manchester, England, at our overseas regional office in Beijing or home based.</p> <p>This role involves significant travel to support new and existing NCUK Delivery Partners throughout the allocated region. If not based in UK, travel to NCUK Headquarters in Manchester, England will be required.</p>

Your job description does not define or limit your duties and you may be required to carry out other work within your abilities, either for your professional development or the business needs.

Review Arrangements

Over time the nature of the job may change. Consequently, NCUK will expect to revise this job description from time to time and will consult with the job holder at the appropriate time.

Our Vision

To be the outstanding provider of UK university pathway programmes and placement services.

Our Mission

NCUK provides the highest quality university pathway programmes and placement support to our students, outstanding service to our business partners and a well-qualified, diverse supply of students to our university partners.

Our Values

Quality

To deliver the highest standards throughout our products, services and communications.

Integrity

To build trust and respect through fairness, honesty, equality and cultural awareness.

Innovation

To overcome obstacles and drive effective, efficient delivery with a creative approach.

Collaboration

To work together, building successful, lasting partnerships.