

OUR REWARD PRACTICES/ JOB DESCRIPTION: KMPF Uni Connect Hub Manager

Generic role title:	Hub Manager
Job family:	Administration, Professional & Managerial
Reference number:	ACD-074-20
Grade:	Grade 8
Salary Scale:	£41,526 to £49,553 per annum
Contract:	Fixed term to 31 July 2021 Full time
School/Department:	Partnership Development Office
Location:	University of Kent, multi campus
Line manager:¹	Kent and Medway Progression Federation Director
Immediate line reports:	KMPF Schools Manager KMPF FE Manager KMPF Administrator KMPF Operations Manager
Anticipated start date:	As soon as possible

Job purpose

To manage the Kent and Medway Progression Federation (KMPF) core team and have oversight of the KMPF collaborative outreach programme on behalf of partner universities, colleges and schools across Kent and Medway to ensure that successful collaborative outreach programmes are sustained, developed and delivered in accordance with the requirements set out by the Office for Students. Programmes include the Uni Connect project and other programmes as agreed by the KMPF partnership. To ensure that programmes meet the needs of local schools, colleges and other partner organisations and that the prescribed financial, monitoring and evaluation processes are properly followed.

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

¹ Line Manager may be subject to change and will be confirmed in the employment contract issued to the successful candidate.

1.	To manage the KMPF Core team in accordance with the direction of the Governance Group and the processes of their employing institution to ensure co-ordinated collaborative outreach is delivered across Kent and Medway	Frequency
		Daily
Example duties:		
1.1	To ensure that the team works co-operatively and effectively through regular team meetings and individual line management meetings	
1.2	To engage with HEAT colleagues and other agencies to ensure that the team has access to the best and most effective data and other research material to inform their work.	
1.3	To engage with HR departments at the University of Kent and Canterbury Christ Church University to facilitate recruitment to the KMPF team where/if necessary, and to address any issues relating to the general management of staff.	
1.4	To support team members in the creation of regular reports to Governance and other meetings as necessary.	
2.	To author reports to the Office for Students according to their requirements and to work with the Administrator, Data Officer and other colleagues to ensure the accuracy the quality and validity of reports and returns.	Frequency
		Monthly
Example duties:		
2.1	To meet regularly with colleagues in the HEAT team to ensure that their work corresponds to the operational needs and reporting requirements of the programmes that are supported through the KMPF Core Team.	
2.2	To work with KMPF core staff, the University of Kent and CCCU Finance teams and colleagues in partner universities to ensure accurate financial returns relating to national and local KMPF funding.	
2.3	To work with all partner HE outreach providers to manage and ensure the accuracy of the wider KMPF budget in reports to governors and to the Office for Students.	
2.4	To work with colleagues in HEAT and other agencies as they set up targeting and evaluation methodologies and to support research projects if required.	
3.	To ensure an effective communications strategy according to the requirements of the Office for Students and the needs of Hub partners.	Frequency
		Daily
Example duties:		
3.1	To have oversight of the KMPF web site, newsletter and social media accounts to ensure fair, accurate and timely representation of Federation activities and achievements and consistent signposting as required.	

3.2	To ensure that KMPF staff respond in a timely and informed way to queries and requests from partners, colleagues and from outside the Partnership.	
3.3	To represent the Federation at local, regional and national events, conferences and other activities as opportunities present themselves.	
3.4	To take everyday responsibility for the local, regional and national reputation of the Federation in liaison with the Chair of the Governing body.	
4.	To liaise with the Programme Leads and the Chair of the KAMCOP governing body to provide regular progress and finance reports to governors at formal and informal meetings and through regular liaison with the Chair.	Frequency
		Monthly
Example duties:		
4.1	To write and present formal reports to the governing body at their quarterly meetings to include budgets, monitoring and evaluation and progress to targets.	
4.2	To convene operational meetings as appropriate or as required in the KMPF Operating Model including where specialist colleagues are needed regarding GDPR, safeguarding and other issues.	
4.3	To meet regularly with Federation partners to ensure that effective collaborative working practices are maintained.	
4.4	To regularly meet with and update the designated Manager at each Lead Institution and the Chair of the KMPF governing body; to agree agendas for governance meetings are agreed and ensure that actions are followed through.	
5.	To create and foster links with colleagues in the Office for Students, HEAT, Uni Connect Hubs and other relevant organisations across the country as required by the Office for Students and in response to the needs of the Partnership.	Frequency
		Weekly
Example duties:		
5.1	To ensure ongoing dialogue with the leads of similar collaborative outreach hubs and other relevant initiatives (for example the South East Literacy Partnership or the Care Leaver Progression Partnership) where appropriate.	
5.2	To be responsive and constructive in dialogue with the Office for Students as plans for collaborative outreach are further developed at national level.	
6.	To seek out opportunities for the development of new project work appropriate to the aims of KMPF through work with existing partner institutions and through the creating of new relationships and funding opportunities	Frequency
		Choose an item
Example duties:		

6.1	To ensure that KMPF remains embedded in a network of local public and third sector providers of outreach so that opportunities for collaboration are explored.
6.2	To take the lead in writing proposals for projects and funding bids where opportunities arise.
6.3	To ensure through the governing body and through negotiation with individual partners that they develop, where possible, their capacity for supporting innovative outreach.

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: Finance, Human Resources, Partnership Development Office, HEAT.

External: CCCU Finance and Human Resources staff; Local partner universities, colleges and schools; Office for Students; other Hub Managers; the Care Leaver Progression Partnership; NEON; Regional and national NNECL; Local LEPP; Local Authorities; various national initiatives as they emerge.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

Regular use of Screen Display Equipment

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
Masters or equivalent		✓	A
BA Honours degree or equivalent	✓		A
Project Management qualification or equivalent		✓	A
Excel spreadsheet training	✓		A

Knowledge, skills and experience	Essential	Desirable	Assessed via*
Substantial work experience within a related field	✓		A
Sound experience and knowledge in monitoring and evaluating projects	✓		A
Experience of complex project management	✓		A, I
Evidence of an understanding of the range of issues facing the FE HE and School sectors in relation to widening participation in higher education	✓		I

Expertise in the supportive and structured management of staff with a range of development, analytical and administrative skills.	✓		A, I
Ability to maintain focus with a varied workload of competing priorities and despite interruption	✓		A, I
Experience of working in cross and inter sector collaborative contexts and an appreciation of the range of challenges faced by different organisations and institutions		✓	A, I
Sound experience of analysing data from local and national sources	✓		T, I
Ability to manipulate datasets		✓	A
Experience of and confidence in managing budgets where finances are allocated across a range of external partners	✓		T, A
Experience in the preparation of financial returns and progress reports to funding bodies and government agencies	✓		A
Experience in writing funding proposals and bids for project work		✓	A, I
Experience and confidence in reconciling different approaches to the delivery of collaborative programmes amongst staff, colleagues and institutions	✓		I
Excellent negotiating skills	✓		A, I
Excellent interpersonal skills with the ability to communicate confidently and effectively with a wide range of people at all levels.	✓		A, I
Clear, engaging and concise written and oral presentation skills, able to address both small groups and conference audiences	✓		T, I
Tactful, diplomatic, empathetic and calm under pressure.	✓		T, I
Commitment to regular local and some national travel, which might mean some out of hours work. Applicants must be able to travel practically by their own means	✓		I

Additional attributes	Essential	Desirable	Assessed via*
Commitment to the principles of widening access in and participation in higher level studies	✓		A

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview