

PET Project Manager

Background

National College of Ireland is consolidating its position in the area of Professional Education & Training (PET). As the economy improves the PET unit plans to expand on its existing and emerging industry relationships and partnerships (Sales Institute of Ireland, Irish Institute of Pensions Management, Finuas, Irish Computer Society, McDonalds, and Irish League of Credit Unions) to achieve the financial targets agreed in the current 5 year plan.

There are currently 3 key revenue streams for PET:

1. Personal Financial Planner (PFP) programmes
2. General PET programmes (with the above partnerships)
3. Labour Market Activation Funding (e.g. Springboard) programmes

In order to ensure all PET programmes are developed, maintained and updated in a way to ensure NCI is seen as a high quality and respected provider of professional education, it is now proposed to appoint a Project Manager to the PET unit. The role is key to the fulfilment of the college's strategic plan and represents an exciting opportunity for the right candidate.

Role and Responsibilities

This role will be responsible for ensuring effective organisation, design, delivery, and where appropriate further development of all professional education programmes. This will include, where industry partners can evidence a sustainable revenue stream, establishment of new programmes and relevant designations. A key component of this will be coordination between the PET unit and the relevant school. A significant part of the role will be the development and mentoring of the team of people who will deliver the various aspects of the programmes.

The job holder will also be responsible for working with relevant internal and external stakeholders to develop and manage the delivery of Continuing Professional Development (CPD) events for the PFP programmes and other programmes which may require a CPD element. They will manage the relationship between PET with the Programme Coordinator for PET programmes within the Schools.

Reporting to

**Dean of School of Business with delegation as appropriate to the
Head of Professional Education and Training**

Key Relationships

- Dean and Vice Deans of School of Business and Computing
- Head of Professional Education
- PET manager and other member of the PET unit
- Director of QASS
- Faculty and Associate Faculty teaching on PET programmes
- HR Dept.
- Marketing Dept.
- PFP and PET client companies

Key Accountabilities

- **Academic Leadership**
 - Ensure a best in class experience for our corporate PET clients.
 - Fulfil the Programme Director functions as laid out in the NCI Quality Manual
 - Work with PET and PFP subject matter experts to fulfil all relevant quality requirements
 - The job holder will manage the day to day working relationship with the Programme Coordinator for PET programmes in the Schools and relevant relationships with programme coordinators in other schools. They will ensure compliance with all aspects of quality assurance.

- **Programme, Module & CPD Development**
 - Scanning of the external environment to predict and anticipate education and training needs in collaboration with the Professional Education & Training Unit and the Deans & Vice Deans of Schools
 - Consultation with relevant internal stakeholders and preparation of necessary paperwork to bring ideas for new programmes to Executive Board based on evidence of market need, sustainability and leveraging off existing strengths
 - Awareness of competitor providers offerings in the professional education space and feedback of same for the purpose of 'minding the gap' between the competitors' programmes and NCI's programmes
 - As the business world changes an appreciation of the business and technical requirements of developing or delivering programmes in an online or blended environment is needed of the role technology plays in both the delivery of programmes and as content on programmes
 - In conjunction with the marketing and sales functions within NCI to build an awareness of college offerings across all disciplines in order to maximise existing modules and programmes for delivery a diverse range of industry markets
 - Management of the CPD offering to clients and students to ensure quality of offering and efficient delivery of this service.
 - Working with the relevant subject matter experts and stakeholders to create CPD events and to work with the PET Manager to ensure the efficient operation of the PFP & CPD development
 - Evaluation of PET programmes in conjunction with the PET Manager and client companies and students
 - Working with NCI Learning and Teaching (NCILT) colleagues to ensure best practice at all times in the delivery of blended programmes

- **Project Management**
 - The ability to scope, lead and manage a project from inception to 'business as usual' fruition. This will include such things as new programme development, development of online delivery projects and development of other initiatives for the PET market.
 - When large scale delivery programmes require additional support to work with the PET Manager on the logistics of same where necessary

- **Lecturing and Delivery of Taster Sessions**

- Where relevant the job holder will deliver sessions such as ‘Learning to Learn’ on taster sessions held for corporate client companies
- Lecturing where relevant to the job holder’s areas of expertise
- **Interaction with PET & PFP Corporate Clients**
 - Work with the PET Manager and Head of Professional Education & Training to form part of a team approach for corporate bids for business where appropriate
 - Interaction with external partners and stakeholders such as corporate clients, professional and accreditation bodies.
- **Corporate Relations and Pastoral Care**
 - Ensuring a dynamic learning experience for all students
 - Present to students at Orientation and cover programme content, assessment structure and dates, how student academic queries/problems are handled, student discipline, plagiarism
 - Liaise with appropriate Departments regarding student reports and pastoral care

Education and Experience

The ideal candidate will possess the following qualification, skills, knowledge and attributes:

- Significant project management experience.
- Educated to Postgraduate Level
- Strong leadership qualities
- Ability to develop and mentor a virtual/matrix team who will deliver the programmes
- Experience in development and delivery of academic programmes
- Knowledge of Quality procedures in an Educational environment
- Previous experience in managing corporate client relationships
- Appreciation of the ‘business meets technology’ direction in which professional education is moving
- Ability work to within tight deadlines in a dynamic and changing environment
- Willingness to adapt to change and a capability to work on their own initiative
- A passion for the impact education can have on career progression and for the significant contribution NCI can make in the professional education arena

List of Existing PET & PFP Programmes

- Certificate in Pensions Administration
- Certificate in Personal Financial Planning (incorporating the APP award across the full range of modules)
- Certificate in Personal Insolvency Practice
- Certificate in Debt Management
- Certificate in Pensions, Investments and Insurance
- Diploma in Pensions Management & Policy
- Diploma in Personal Financial Planning
- Certificate in Financial Regulation
- Diploma in National & International Selling
- Certificate in Business Analysis

Contract: Permanent
Salary: €48,000 – €53,000
Annual Leave: 21 days