

# Job Description

Position Details	
Faculty/Directorate	Faculty of Business and Law
School/Department	People and Performance
Team	Decent Work & Productivity
Job Title	Project Fellow – Good Employment
Grade	9
Hours of Work	37
Contract Duration (Perm/Fixed Term)	19 months (Nov 2020 to June 2022)
Reports To (Job Title)	Head of Engaged Scholarship
Responsible For (Job Title)	

Principal Accountabilities
<p>The Enterprise Fellow (Good Employment) is responsible for creating, delivering, embedding and evaluating HR interventions to support organisations to develop their employment practice within the Good Employment Learning Lab project.</p> <p>The Fellow will work collaboratively across the project team and with academic and professional services colleagues across the university to project manage and lead on the delivery of this project. They will also collaborate with a range of external stakeholders to develop the Learning Lab and support the Good Employment Learning Lab team to pursue any arising opportunities to extend and sustain this initiative.</p>

Key Tasks
<p><b>RESEARCH</b></p> <p>Work with Good Employment Learning Lab team to support evaluation and research, using appropriate methodology and techniques.</p> <p>Work as Engaged Scholars, and so incorporate project research into HR practice, potentially working with the team on high quality academic publications submitted to the Research Excellence Framework (REF) 2030.</p>

Create a community and atmosphere of knowledge sharing and mutual sensemaking in Learning Labs, with internal and external stakeholders.

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Lead on and employ expertise in university-business interaction or organisational learning research to inform project innovation. This will include actively participating in project evaluation, leading on internal data collection and monitoring the project.

Ensure that all research is undertaken in line with the project's research outputs, in collaboration with external and internal partners, as well as within the University ethics and data management principles and processes.

### *KNOWLEDGE EXCHANGE AND ENTERPRISE*

Recruit organisations to take part in workplace trials (Masterclasses, peer learning sets and coaching), using key networks, business development skills, and working with other areas of the University and our partners.

Deliver these workplace trials, in conjunction with the rest of the project team, working closely with organisations, to understand the needs of organisations, and to support them in doing things differently. These will include working with HR or more informal people management policies and procedures, practice and HR strategy, while advising on legal issues.

Identify and maximise knowledge transfer and business engagement opportunities to support the development of knowledge in relevant specialisms of decent work and employment practice.

Build any opportunities for income generation through partnership working and knowledge exchange.

Actively seek out and learn about different ways of translating or packaging learning, including through multi-media technologies, to enhance sharing of knowledge and learning about 'what works' to increase line management take-up of new knowledge.

Develop internal and external partnerships in order to disseminate information, share best practice and work with other projects in this area.

Incorporate substantial industry knowledge into project work, to enable relevant and up-to-date learning.

Lead in the quality management of all elements of the project to ensure they are delivered to the highest quality and on time, on budget and on target. This will include the design and delivery of appropriate events and evaluation of the project.

Lead on the development and enactment of KE funding to retain existing clients over a 5 year period/£1 million target and to develop significant allied business.

Identify and build relationships with, appropriate external contacts and agencies to facilitate the delivery and further development of programmes. As programmes, will rely on being at the cutting edge of innovative practice and contracting from a wide range of suppliers, the constant development and renewal of networks will be pivotal to programme success.

Initiate and develop relationships with external partners (regionally, nationally and internationally) to increase the volume and impact value of productive relationships with businesses, public and third sector organisations.

### *LEARNING AND TEACHING*

Actively contribute to the development of learning communities and to a collaborative learning process in Learning Labs, to support Engaged Scholarship and identification of 'what works' to enhance people management practice.

Embrace new technological developments that support learning and teaching and incorporate them into best practice.

Lead the overall review and development of high quality programme content in response to new developments in the relevant field.

Develop new programme proposals and take a leading role in the design of teaching programmes more widely in the Faculty.

Lead the review and development of teaching and develop materials for, and manage, a Resource Bank.

Lead on co-creation of workplace trials, and iteratively developing learning methods and disseminate new approaches through mentoring, and acting as a role model to colleagues  
Co-create and deliver workplace learning trials with organisations.

Lead on the design and delivery of workplace trials, including sessions, masterclasses, group facilitation, peer support sessions and online forums, and other innovative learning activity.

Ensure that the trials are developed to promote and encourage delegates to reflect and learn about their development

Lead in evaluation and monitoring of project output to continuously improve delivery so that it represents cutting edge best practice and creates the ambitious outcomes demanded by the project.

### *ACADEMIC CITIZENSHIP AND LEADERSHIP*

Promote the department, Good Employment Learning Lab, the Decent Work and Productivity Research Centre, the faculty and University by supporting a range of activities. internally and externally.

Contribute to management processes and planning to support the wider aims of the project, Centre, faculty and University.

Contribute to equal and diverse participation and promotion of inclusive practices.

Attend relevant meetings, panels and boards to contribute to decision making and develop productive working relationships across teams.

Support appropriate departmental activities such as recruitment and admissions, open days and other events and use these activities to gain a better understanding of student needs and expectations where required.

Develop and implement effective quality assurance procedures.

Work collaboratively and support and mentor colleagues to develop high quality working practices.

Engage in training programmes in the University (e.g. through Staff Development) which are consistent with your needs and aspirations and those of the project,

Engage fully with the annual Performance and Development Review (PDR) process.

Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## Special Features

To be prepared to travel or work hours outside the normal working hours in order to fulfil the requirements of the role.

## Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.



## Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

### Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Experience in providing expert HR support to employers, and keen to develop their expertise through creating and applying research.	E
		1.2	Ability to design, deliver, evaluate and revise programmes and success in developing new approaches to learning methods for employers, including masterclasses, peer learning and coaching	E
		1.3	Ability to work strategically, lead a work stream and coordinate resources.	E
		1.4	Excellent communication skills with experience of developing networks and contributing to the development of better working practices.	E
		1.5	Ability to utilise knowledge and understanding of an organisation's needs to promote, and incorporate the external employer voice into decision making	E
		1.6	Excellent analytical skills, evaluating and interpreting complex sets of information, drawing conclusions and recommend practice solutions with a clear ability to multi-task and prioritise workload.	E
2	General & Specialist Knowledge	2.1	Significant HR expertise and experience of delivery of HR support to businesses	E
		2.2	Project management abilities to support the delivery of funded projects, providing professional management of work with external organisations	E

		2.3	Knowledge of managing and extending relationships with business, public and third sector clients	E
		2.4	Understanding and experience of employing and supporting employers to use technology and digital tools	E
		2.5	A proven track record of operational expectations of commercial and public sector organisations	E
		2.6	An in depth understanding of the subject of good people management practices including recent developments in the 'Good Work' agenda and 'Good Employment Charter'.	E
		2.7	Experience of developing and implementing effective quality assurance procedures	D
3	Education & Training	3.1	A good first degree together with a Masters or PhD in a relevant discipline or professional qualifications.	E
		3.2	Membership of relevant Professional bodies, demonstrating professional standing.	D
		3.3	Practice-based qualification relating to HR expertise and/ or business support	D
4	Relevant Experience	4.1	Experience of using initiative, creativity and judgement when undertaking research and scholarly activities	E
		4.2	Preparing creative HR interventions to employers	E
		4.3	Demonstrable experience of income generation through knowledge exchange, enterprise, partnership work and similar activity.	D
		4.4	Experience of and commitment to develop partnerships to further research, research led teaching and knowledge exchange/enterprise in a competitive environment.	E
5	Special Requirements	5.1	Ability to travel where required and appropriate (nationally)	E
<b>Date of Revision</b>		February 2020		