

Job Description

Contract Training Manager

Professional Services

Research, Innovation & Business Engagement



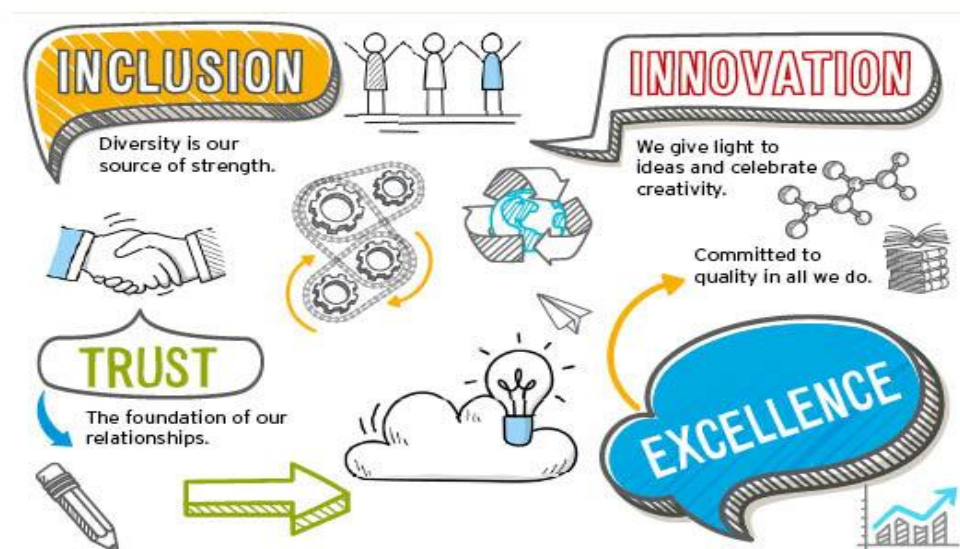
Brief summary of the role

Role title:	Contract Training Manager
Grade:	9 (1.0 FTE)
Faculty or Directorate:	Research, Innovation & Business Engagement
Service or Department:	Professional Services
Location:	Main Campus
Reports to:	Head of Business Engagement
Responsible for:	CPD team (expected to be recruited in 2026/27)
Work pattern:	Full time Fixed Term

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Level 6 degree level qualification or equivalent experience
Desirable	<ul style="list-style-type: none">• Level 7 Higher Degree (MSc, PhD, MBA)

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Experience of setting up and managing collaborative education partnerships for continuing professional development programmes• Experienced at setting up networks and managing business relationships at all levels• Proactive collaboration and relationship building with business stakeholders and funding bodies• Extensive experience of proposal and business case writing and tendering• Demonstrable depth and breadth of experience in project management covering the whole project lifecycle, from ideation to successful conclusion• Experience of providing authoritative advice and guidance to senior staff
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	<ul style="list-style-type: none"> • Excellent organisational skills and the ability to coordinate activities across disparate groups of staff • Experience of developing strategic plans and providing strategic advice and guidance to senior staff • Good organizational, teamworking and influencing skills
Desirable	<ul style="list-style-type: none"> • Experience and proven track record in promoting and selling contract training programmes to external organisations • Demonstrable ability to recommend and implement evidence-based product/service improvements • Familiarity with evolving public and private sector opportunities for CPD globally • An understanding of the international CPD environment, incl. working with overseas partners and identification of commercial opportunities • Experience of managing a small team • Ability to carry out market insight work

Personal attributes

Essential	<ul style="list-style-type: none"> • Highly proactive self-starter, able to work on own initiative with a high degree of autonomy. Ability to prioritise and coordinate own workload, and that of others, manage own time, and work to deadlines • Results orientated, attention to detail and ability to fully complete tasks
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	<ul style="list-style-type: none"> • Excellent networker, persuasive communicator conveying ideas and complex information clearly and effectively with interpersonal skills, and ability to deliver exceptional customer service • Flexible and versatile. Encouraging participation, openness, creativity and innovation • Commitment to Equal Opportunities for all staff and students to achieve their full potential • Discretion, sensitivity and understanding of confidentiality • Commitment to continuing professional development
Desirable	<ul style="list-style-type: none"> • Ability to work with academic teams to achieve desired project outcomes

Main purpose of the role

A key objective of this role is to drive and oversee major growth of the University of Bradford's contract training income, creating additional gross margin. The role will have overall responsibility for initiating, developing and maintaining relationships with external organisations that participate or may participate in contract training programmes delivered by the University.

This role will collaborate across the University on developing an institution-wide contract training strategy, aligning priorities, capabilities and resources. At the same time, to work with the Research Institutes, Faculties and individual academics to qualify, promote and oversee the administration of a large pool of new opportunities, accelerating the realisation of new partnerships, activities and income.

The role holder will develop an oversight of the total contract training portfolio across the University and will monitor and report on Key Performance Indicators (KPIs). They will be expected to develop a good understanding of the contract training market landscape and the University's competitors.

The role holder will report to the Head of Business Engagement and be an integral member of the University's Business Engagement team but integration across the University's contract training activity will be required. The focus will be meeting contract training KPIs for the University that underpin delivery of strategic objectives and generate sufficient income to recruit and sustain a contract training team, under the postholders management.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Lead and implement business development activity for the University in connection with regional, national and internationally externally funded contract training opportunities with responsibility for:

- a) Customer relationship management of external clients, including industry, academia, government agencies, and professional bodies;
- b) Develop a deep understanding of the regional and national contract training market landscape and be competitor aware;

- c) Horizon scanning and identification of new collaboration opportunities, nationally and internationally, and facilitating first contact, facilitating growth and maintaining strong links with potential partners;
 - d) Devise and implement promotional strategies for the University's contract training portfolio through a variety of means, including the website and social media;
 - e) Participate in partnering activities at regional, national and international conferences and networking events to promote the University's contract training portfolio. Support relevant University events;
 - f) Develop a relationship strategy to ensure that existing business links can be retained and further developed in response to changes in the external environment.
2. Project management, supporting Faculties and Research Institutes on bidding, tendering, planning, IP and contracting of contract training programmes with the support of colleagues, typically, this will involve academic and professional service staff in the University and a wide range of external stakeholders.
 3. Identify and manage strategic objectives and improvement projects relating to contract training programmes. Develop, jointly with Academic Quality and Programme Management (AQPM), a University-wide CPD strategy encompassing accredited and non-accredited short, funded programmes for in-work learners.
 4. Oversee quality control of contract training programmes through effective and well-communicated guidance, processes and procedures.
 5. Provide oversight of the University's contract training activity (jointly with AQPM) and report internally on income, spend, learner-days and other KPIs.
 6. Help recruit and then manage a contract training team.
 7. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.