



## Job description

Job title:	Learning Manager
Reports to:	Executive Director of Learning and Professional Development
Division:	Learning
Grade:	4

## Job purpose

- Responsible for the overall ongoing management of CIEH learning assets across the professional pathway aligned to the Professional Standards.
- Responsible for the overall operation of the Awarding Body function in ratifying and awarding learning outcomes, endorsing third-party content and recognising standards of competency.
- Responsible for all new product development aligned to the Professional Learning Pathway and Professional Standards.
- Liaise with the Partnership Manager to constantly identify, review and recruit subject matter experts and technical expertise.
- Liaise with the Membership team to ensure the learning network is an effective partner in deploying high-quality and purposeful professional development assets.
- Provide socio-economic learning policy and market data in order to plan for responsive provision and enable the Director of Learning to report to the Qualification and Learning Advisory Group, Board of Trustees and CEO (and other bodies as advised)

## Organisation chart



## Key Responsibilities

- Responsible for the procurement and effective briefing of external resource to develop content
- Oversee the design and development of all learning products (including digital assets) to ensure they are contemporary and relevant to target markets
- Manage the day-to-day operation of the awarding body function in endorsing, accrediting and recognising high standards
- Coordinate the communication and implementation of new learning products through the network team, marketing and sales
- Maintain relationships with corporate bodies (e.g. Learning and Qualification Advisory Group) to ensure these relationships add value to CIEH's product portfolio and that processes are suitably communicated to internal stakeholders
- Ensure the consistent quality and delivery of assessment strategies
- Develop relationships with other professional and awarding bodies to allow benchmarking and targeted relationships that will support CIEH's strategic objectives.
- Accountable for monitoring, analysing and reporting product performance against agreed parameters with the view to identifying trends and variances.
- Analyse data and run statistical reports on a range of aspects including examinations, qualification numbers, geographical spread, distribution spread and performance.
- To liaise closely and support Sales, Marketing and Customer Services to maintain a strong and proactive infrastructure to deliver CIEH's strategy

## Other duties and responsibilities

1. Carry out any other duties as required from time to time as directed
2. Be aware of and comply with all CIEH policies and guidelines that relate to staff
3. To act responsibly with data held by CIEH that you may have access to as part of your role, adhering to the provided guidelines and policies and reporting any concerns or possible breaches to CIEH's Data Compliance Officer.

## Contacts – internal / external

Learning aspect of partner network  
CIEH staff across the organisation  
Chief Examiner  
Key accounts  
Universities and learning providers  
Academics

## Special features

- Travel and overnight stays within the UK and potentially overseas are a feature of the job

## Person Specification

### Qualifications:

- Teaching qualification or equivalent
- Experience of teaching/lecturing in the education, learning and skills sector
- PRINCE2 Foundation or equivalent

### Knowledge & Skills:

- Current experience of Instructional Design and/or e-learning course design
- Experience of procuring professional development assets
- Experience of leading and managing projects and ability to work cooperatively with others, both internally and externally
- Technical knowledge and understanding of the post-compulsory UK and international education systems
- Understanding and ability to articulate education, learning and skills policy and the associated drivers
- Experience of developing high-quality, demand-led learning and skills in response to market insight and strategy
- Comprehensive knowledge and understanding of academic and learner-focused assessment methodology including assessment for learning
- Experience of negotiating and influencing key stakeholders

### Abilities and Skills

- Proven experience of budgetary and forecasting experience
- Ability to cope under pressure and persevere
- Good organisational skills
- Ability to multi-task and prioritise own work being mindful of various deadlines
- Excellent interpersonal skills
- Positive and flexible attitude
- Credible individual with an ability to deal diplomatically with a wide range of people including those from academic backgrounds
- Ability to work independently and as part of a team
- Ability to act on own initiative and consult where appropriate with line manager
- Be innovative and demonstrate an openness to change
- Proficient in MS word and excel

### Desirable

- Knowledge of environmental health or similar field

CIEH is an equal opportunities employer

Signature of Manager:		Date:	
Signature of Job Holder:		Date:	