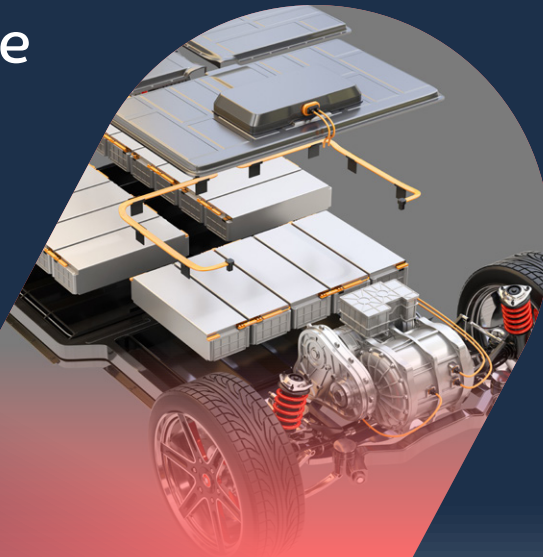




# Head of Centre Designate/Project Manager

Centre for Sustainable  
Vehicle Engineering



JUNE 2022

# Message from the Assistant Vice-Chancellor (Academic Operations)

I am delighted that you are considering applying for the post of Head of Centre Designate/Project Manager (Centre for Sustainable Vehicle Engineering) at what is an exciting time for the University of Bolton.

Built on our proud heritage, the University has an ambitious strategy and it aims to be the UK's first teaching intensive and research informed University. In support of this we have started a journey of wilful institution building.

The newly created Centre for Sustainable Vehicle Engineering is a key priority for the University moving forward. Located in the National Centre for Motorsports' Engineering and reporting to the Head of School, Engineering working with other senior colleagues across the School and the University, this key role will provide leadership and project management to drive and develop the Centre as it builds strong industry partnerships and positions across the North West.

As a small agile Higher Education Institution (HEI) the University has a family and collegiate feel. This provides for an excellent opportunity to make a difference to our students and help the University grow.

**Within this Candidate Information Pack, you will find the following:**

- Background information on the University and on/Centre for Sustainable Vehicle Technology (CeSVet)
- Job description and person specification
- Details on how to apply

We very much look forward to receiving your application and learning more about you.

**Dr Julian Coleman**

Chair of Committee of Deans  
Assistant Vice Chancellor Academic Operations

# Introduction to University of Bolton



The University traces its educational roots all the way back to 1824 when it opened as one of the first mechanics' institutes.

Granted University status in 2005, Bolton now has a global student body of around 11,000 - including all campuses and affiliates - employing over 750 people and with a turnover of £60m. The University is based on a modern, compact, town-centre campus and our teaching quality has consistently won the highest ratings possible from the Government's quality control agency.

Our strong industry links allow us to provide a large number of professionally accredited courses through partnerships that include several Chartered Institutes, the British Psychological Society and the Nursing and Midwifery Council. More than 30 of our courses are professionally accredited, reflecting the industry focus of course content.

The University of Bolton is committed to helping and supporting students and their teachers and advisers at every stage of the journey into higher education. Valuing its strong partnerships with local schools and colleges, the University offers a range of enrichment activities supporting progression into higher education.



# Our UK campus development

In recent years, the University has had a major redevelopment programme creating new and exciting facilities for study and recreation. In early 2012 we opened a moot Law Court and Bolton One. The purpose-built, £31 million health, leisure and research centre, in partnership with NHS Bolton and Bolton Council.

It is home to premier teaching and research activity, including flagship health and sports courses and services which are open to everyone. These include an Athlete Development Centre, Sport and Physical Activity Rehabilitation Centre, climbing wall, Centre for Research and Health and Wellbeing, and a Clinical Simulation suite.

2013 saw the launch of the Business School – housing Business, Law and Accountancy, along with the Centre of Islamic Finance under one roof. In late 2017 the new facility for the re-branded Institute of Management (consisting of Business and Accounting) opened in state-of-the-art facilities adjacent to Bolton's transport inter-change. There is also a recently purpose built £10m National Centre for Motorsports' Engineering.



# Recent developments and our current situation

In August 2018, the University acquired Bolton College which provides vocational training (in particular BTEC qualifications) to some 10,000 learners. This transaction was the first of its kind in England and, coupled with the formal acquisition of Alliance Learning Limited, allows for a 'one-stop-shop' within the University Group for Apprenticeships all the way from Level 2 to Level 7. We believe this will be of very significant benefit to students and employers. The University acquired the outdoor activity charity, The Anderton Centre, in March 2019, contributing further to the growth of the University, and aiding student recruitment, retention and employability. The University continues to invest in and further develop its estate and has ambitious plans for its future, including the development of the Bolton College of Medical Sciences in conjunction with Bolton NHS Trust.

The development of the Bolton Education Zone as a clearly differentiated quarter of Bolton has resulted in the regeneration and transformation of the town. The University aims to continue to contribute to the economic development of the town of Bolton and the wider region, as it will continue to be an engine for regional growth through education, training and knowledge exchange. The University is, therefore, very well placed to embark on the next stage of its evolution, to consolidate and develop its existing areas of strength and to identify, invest in and grow new centres of potential excellence aligned with industry needs.

## OUR MISSION STATEMENT

*"To be a distinctive teaching intensive, research informed university known for the quality of our staff, our facilities and our links to employment sectors."*

## Key objectives

We will capitalise on our regional strength to build a national and international brand by enhancing the quality, reputation and perception of the organisation. This aim will be achieved through consolidation, focus, differentiation and the creation of value through teaching, learning and knowledge exchange. The University and all its programmes will present a distinctive competence and unique excellence. As an organisation striving for the highest quality in all we do, we will offer our students the very best teaching intensive experience underpinned and informed by high quality research.

## Key priorities

- The student experience and student satisfaction
- Focussing upon an intensively supportive teaching and learning environment
- Investment in staff – developing our existing staff as well as making new appointments
- Investment in IT infrastructure
- Robust and well-developed communications strategy
- A robust planning cycle to design, implement and monitor
- Local plans which will deliver the main strategic plan
- Strong quality assurance processes and procedures

## Key objectives

- Continue to improve the student experience
- Develop the brand and our reputation
- Improve student recruitment, retention and employment
- Develop applied research and knowledge exchange
- Create a network of partner employers and improve the employability of our graduates
- Develop appropriate off campus provision
- Invest in new facilities and continuously improve the estate
- Be financially sustainable
- Be outstanding in all aspects of provision



# The Teaching Intensive Research Informed (TIRI) Agenda

The University of Bolton has strategically positioning itself as a “Teaching Intensive Research Informed (TIRI)” University. The fundamental principle of this approach is to provide high quality intensive teaching and individualised support to our Undergraduate (UG) and Postgraduate (PG) students across the academic disciplines of the University. The intensive teaching is sustained by rigorous research that informs both the content and delivery of the curriculum. The TIRI strategy places the students at the centre of “everything we do” in the institution, and aims to develop distinctive academic strengths and competitive advantage in the sector.

The core purpose of the TIRI agenda is to provide excellent teaching and unparalleled learning experience to our students. This involves developing “Platinum Courses” in a focussed set of academic disciplines in which the University will be a leading provider of Undergraduate and Postgraduate courses. These courses will be market relevant attracting critical mass of high quality students from across the UK and internationally. The TIRI approach aims to achieve the overall excellence in teaching and student learning through the following key elements; excellent academic staff, state-of-the-art course curriculum and content design, innovative teaching delivery methods and processes, rigorous research underpinning the teaching, high quality facilities and learning environment, robust quality assurance systems and processes and outstanding student support and experience throughout the student life cycle. All the academic and support units across the University are aligned towards this overarching approach.





# Centre for Sustainable Vehicle Engineering

Building on the success of the University of Bolton's National Centre for Motorsport Engineering (NCME) and Bolton College's range of Motor Vehicle provision, the proposed Centre for Sustainable Vehicle Engineering will be a unique education, training and research resource for the fast developing sustainable vehicle design, manufacture, and maintenance sector in the Northwest.

The Centre will provide apprenticeships, CPD courses, undergraduate and postgraduate degrees as well as carrying out research and knowledge exchange activities, specifically targeted at the skills and knowledge gaps identified by the Centre's sectoral industrial advisory board.

## Commercial and light vehicles – teaching excellence with industrial relevance

Beginning with commercial vehicle electrification, the Academy will develop to cover light vehicles and vehicle charging/alternative fuelling, design, manufacture, maintenance and disposal/reuse. Our approach will be underpinned by the ethos adopted throughout the University Group of putting the student at the heart of what we do, utilising our Teaching Intensive Research Informed (TIRI) strategy and Campus Plus blended learning model.

### Aims

- Circa 400 students within 3 years of operation
- Phase 1: 100 Apprenticeship learners for the academic year 2023/24
- Phase 2: New build teaching and knowledge exchange facility for expansion to circa 400 learners, vehicle and systems knowledge exchange and research projects.
- Apprentices, undergraduate, postgraduate, research students and CPD
- Doctoral and funded research and Knowledge exchange, particularly around additive manufacture, lightweight structures, battery technology, systems integration.
- Suite of industry approved Professional CPD short course programmes
- Blended delivery model using online, physical hands on and simulated VR

# Evidence of need

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MARCH 2021

**Labour to call for electric vehicle 'revolution' to boost the UK car industry and create jobs.**

**sky news**

...

OCTOBER 2021

**Ford's Merseyside investment to secure 500 UK jobs.**

**BBC NEWS**

...

JANUARY 2022

**EV car manufacturing jumps in the UK but overall production sinks to 65-year low.**

**CNBC**

**Anticipated provision in sustainable vehicle education.**

From the initial UK-wide market and competitor analysis, it is recognised that there is an urgent need across all EV sectors for upskilling/reskilling in various trades within the industry across the UK.

Further it has been noted that UoB/College is geographically extremely well placed to seize on this opportunity as there are no universities in the North West with this focussed educational and research resource for the sector.

*Supporting green transport for all*





# Partners (including employers/other HE providers)



The Centre will make use of the University of Bolton Group Structure, including the University of Bolton, Bolton College and Alliance Learning our independent training provider based in Horwich.

We have a sector specific industrial advisory board, including NRG Fleet Services, Electra Commercial Vehicles eStar and Sparshatt Mercedes Benz.

The advisory board comprise senior executives from companies representing the commercial, light, maintenance and installation sector as well as consultants, University and College representatives.



# Introduction to the role

We are looking to recruit an inspirational, proactive, and energetic Head of Centre Designate/Project Manager to lead the delivery of the successful launch of the University's new Centre for Sustainable Vehicle Engineering, and the establishment of similar centres in other locations, as appropriate

Key responsibilities will include; developing networks and partnerships, effectively managing the staff in the Centre and taking overall responsibility for the operations and performance of the Centre.



# Job description and person specification

## The role

### Main function of the position:

- In conjunction with external partners and University colleagues, to act as the Project Manager and contributor to the development, launch and subsequent operation of the University's centre for sustainable vehicle engineering, and oversee the launch and operation of the Centre in all its locations as appropriate
- To lead on the determination of an appropriate programme portfolio for the Centre, working with industrial and professional body collaborators to establish an offering that serves the need of the sector, ranging from professional and CPD, through apprenticeships to degree level as well as established undergraduate and postgraduate programmes. To focus on the sector in the Northwest that serves both commercial and light vehicle design, manufacture and maintenance
- Work collaboratively with and support colleagues on University wide priorities/ initiatives outside own specific area of work in support of the University Strategic Plan (to include but not limited to open days, clearing and other corporate events)

### Principal duties and responsibilities:

1. To lead the delivery of the successful launch of the University's new Centre for Sustainable Vehicle Engineering, and the establishment of similar centres in other locations, as appropriate.
2. Lead on the determination of a range of appropriate research and knowledge exchange provision for the sector.
3. Lead on the creation of a Centre launch plan including programme portfolio planning, teaching resource, and facilities planning working with the University management team.
4. Support with the preparation of internal and external funding bids in support of the establishment of the Centre.
5. Ensure project milestones are met on time and within budget
6. Embed the Centre within the University's administration, student recruitment, student support infrastructure.
7. Maintain engagement and act as primary contact for our sector industrial advisory board ensuring the Centre delivers to sector requirements both in its educational and research/knowledge exchange provision.
8. Monitor the success of the Centre and manage to negotiated targets as required within the University's annual planning process.
9. Be responsible for the leadership and delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives within the centre.
10. Develop and attract research, knowledge exchange and teaching-related income/project streams, relevant to the Centre and of benefit to the University.
11. Lead, where appropriate, commercial income generation activity, and develop student focussed project, placement and work experience opportunities.
12. Contribute to teaching in the Centre for sustainable vehicles engineering, leading as appropriate in dedicated areas, this may include acting as a subject matter specialist across university programmes and engagements.

13. Create a progressive academic framework, that satisfies the needs of the sector through to Postgraduate Taught and Postgraduate Research level, from Higher level apprenticeships at level 4 and 5, Foundation degrees, Bachelors' degrees and Masters' degrees.
14. To manage our sector specific Industrial Advisor Board including communication with stakeholders to ensure the Centre is designed and delivers to the evolving sector needs in design, manufacture and maintenance of electric and hydrogen sustainable vehicle technology.
15. Be responsible for the design, delivery and on-going evaluation of Sustainable Vehicle Engineering programmes, ensuring University and School objectives and learning outcomes are met, and reflects relevant content and current practice. When programmes are launched within the centre ensuring a variety of teaching, assessment and support for students is in place as per the TIRI academic framework.
16. Develop and monitor innovative and creative appropriate assessments which measure student performance and understanding, to ensure learning outcomes have been met, were appropriate.
17. To provide effective management for academic leadership on relevant programmes and the process of enrolment, induction, student choice, module scheduling and provision of any relevant student information for programmes within the centre.
18. Prepare proposals and applications to external bodies and seek and secure sources of funding for research and enterprise in the School and cross-School and lead on bids where appropriate
19. Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.
20. Undertake research, Knowledge Exchange or other agreed scholarly activity in order to contribute to the development of School/Practise.
21. To represent the University internally/ externally, forging strategic partnerships and enterprise, liaising with National and International bodies.
22. Manage the demands of teaching, administration, research and scholarly activity to ensure competing deadlines are met.
23. Identify gaps in course content and programme structure with colleagues and devise creative solutions which meet the requirements of overarching teaching frameworks.
24. Proactively and effectively engage with quality assurance procedures, contributing to papers as appropriate, to ensure School/University standards are upheld.
25. Provide support, guidance and training to junior members of staff on the skills, processes, and activities relevant to the School. Provide feedback to colleagues via peer mentoring schemes to support development of self and others and ensure continuous improvement of the School's performance.
26. Contribute to and assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days/Industry and Partner Visits) to promote the School/Centre and identify student needs and expectations. Coordinate student events ensuring appropriate use of time and resources.
27. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
28. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
29. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
30. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role
31. Commitment to continuous improvement and creating ways of improved working

**Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.



# The person

## Qualifications

- Relevant Honours degree [ESSENTIAL]
- Post graduate qualification in relevant subject area body [DESIRABLE]
- Relevant Teaching qualification and fellowship status of the Higher Education Academy (HEA), or a willingness to obtain within a specified time frame [DESIRABLE]
- Membership of a relevant professional body [DESIRABLE]

## Skills/knowledge

- Able to successfully and effectively lead and manage projects relevant to the position [ESSENTIAL]
- Proven skills in the management and delivery of new substantial academic developments [ESSENTIAL]
- Proven academic development, teaching and assessment skills in an educational or professional training setting [DESIRABLE]
- Ability and experience in operating systems and processes to enhance quality, timeliness, delivery to budget [ESSENTIAL]
- Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role [ESSENTIAL]
- Able to liaise with colleagues and other stakeholders and to contribute to staff development [ESSENTIAL]
- Aware of current sector training and educational requirements and skills gaps [ESSENTIAL]
- Knowledge and understanding of academic/educational organisation and its processes as well as academic/research management and delivery [DESIRABLE]
- Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience [ESSENTIAL]
- Possess extensive breadth and/or depth of specialist knowledge of the automotive sector - ideally sustainable/electric vehicle engineering (or related field) [ESSENTIAL]

## Experience

- Significant and proven project management and leadership experience ideally including the design, delivery, assessment of educational programmes either in academia or professional education [ESSENTIAL]
- Relevant experience in the supervision of the work of a range of colleagues contributing to projects, ideally in an educational setting or an industrial setting appropriate to the role [ESSENTIAL]
- Experience in contributing and implementing quality assurance improvements within project management, ideally in an educational or sustainable vehicle engineering setting [DESIRABLE]
- Experience of preparing proposals/applications to external bodies to secure funding [DESIRABLE]
- Experience in developing and delivering successful learning and teaching improvements [DESIRABLE]
- Proven experience in developing successful partnership arrangements with industrial and education partners and providers [ESSENTIAL]

## Personal qualities

- Awareness of the requirements associated with operating within a customer service environment [ESSENTIAL]
- Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines [ESSENTIAL]
- Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds [ESSENTIAL]
- Able to critically reflect on all aspects of own contribution to the role [ESSENTIAL]
- Able to successfully network with local/national employers and organisations [ESSENTIAL]
- Commitment to continuous improvement and creative ways of working [ESSENTIAL]
- Able to initiate new developments involving collaboration with colleagues from interdisciplinary professional/academic backgrounds [ESSENTIAL]
- Effective academic/research leadership and management skills [ESSENTIAL]

## Other

- Able to work remotely and flexibly as required in order to meet the needs of the service and to undertake staff development which may take place outside of the University [ESSENTIAL]
- Current UK Driving Licence [ESSENTIAL]
- Commitment to the University's policy on equal opportunities and diversity and awareness of the principles of the Data Protection Act, Freedom of Information Act, Bribery Act, UKVI, PREVENT requirements and Health and Safety within the work environment [ESSENTIAL]
- Able to work travel nationally and internationally in order to meet the requirements of the service, and remotely as required, and travel as appropriate in order to meet the needs of the University [ESSENTIAL]

# How to apply

In order to apply for this role please submit a cover letter (of no more than 2 sides of A4) confirming your current salary, right to work in the UK and suitability for the post with a full Curriculum Vitae (CV) by email to: **hr@bolton.ac.uk**

## Your CV should include the following

- Educational and professional qualifications (indicating where and when they were obtained)
- Employment history giving the following details where applicable; budgets, numbers of people/projects managed and relevant achievements in recent posts
- Publication history and research grants awarded (if applicable)
- Names and contact details of three relevant referees (referees will only be contacted with your knowledge)

## Timescales

Closing date for applications is:

Panel interviews are expected to be held:

Offer and acceptance:

Commencement of employment:

**End of first week in September 2022**

**Expected to be held: within 4 weeks**

**Immediately following interviews**

**As soon as possible**

## Interview expenses

Reasonable expenses supported by receipts will be reimbursed, including second/standard class return rail fare.

## Further Information

Detailed information regarding the University can be found on our website at:

**<http://www.bolton.ac.uk/AboutUs/ReportsPolicy.aspx>**

If you wish to discuss the role on an informal and confidential basis please contact:

**Dr Mark Busfield** | Director of National Centre for Motorsport Engineering

Telephone: **+44 (0) 1204 903 106**

Email: **m.busfield@bolton.ac.uk**



# Terms and conditions of the appointment



The post is fixed term for two years in the first instance and reports to the Head of School of Engineering.

## **Salary**

Grade 9 - £53,348 - £61,818  
(Depending on skills, knowledge and experience)

## **Pension:**

Membership of an excellent contributory pension scheme - Teachers' Pension Scheme (TPS). If you are already a current member of the Universities Superannuation Scheme (USS) you can remain in that scheme if you wish.

## **Holidays**

Generous annual leave entitlement,

## **Working hours**

Full-time (Part-time considered for the right candidate).

The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role with a minimum working week of 48 hours excluding breaks. Therefore, the successful candidate would be required to agree to waive the 48-hour week limit set out in the Working Time Regulations 1998.

## **Place of work**

The principal place of work will be based on the University of Bolton's campus. As part of your duties, you will be required to travel within the United Kingdom and may be to travel overseas. Such travel may include attendance at conferences, seminars or meetings. The post holder will be expected to have appropriate facilities at home to support productive home working where required.

## **Travel to work**

As part of your Contract of Employment you should live within reasonable travelling time/distance of the University to fulfil the requirements of the role. Relocation expenses will be made available to the right candidate.

## **Health check**

Confirmation of appointment to the post will be subject to a satisfactory health check.

## **References**

Confirmation of appointment is subject to the receipt of three satisfactory references.

## **Notice**

3 months from/to the University to expire at the end of a term.



# Benefits of working at the University

## Bolton One

Stay fit and healthy at our £31 million on-site leisure centre with fitness suite, 25m swimming pool, sports hall, climbing wall and a great range of classes. It also hosts a sports and spinal injury clinic and athlete development centre open to all abilities.

### University staff enjoy:-

- Free term-time swimming in the morning, lunchtime and late evening
- Discounted memberships
- Discounted lunchtime and evening fitness classes

## Cafe culture

The Bistro, the sandwich bar and the Deane deli all serve hot and cold food from breakfast to early evening. There's also an onsite newsagents and cash machine.

## Cyclescheme

Save on the cost of a new bicycle and safety equipment. The scheme allows you to save income tax and national insurance contributions, as the value of the vouchers is taken out of your salary before tax.

## Season ticket loan

Interest free loan to buy discounted annual rail season ticket.

## UoB benefits

UOB Employee Benefits gives employees access to a great range of discounts on: travel bookings, high street vouchers, gift cards, cinema tickets, days out, leisure activities and your day to day spending.

## Flexible working

You will find that the University is supportive and flexible in helping you juggle jobs and everyday living, although we do not operate a formal flexi-time scheme. You can request flexible working if you have 26 weeks' service or more.

## Health and wellbeing

### In addition to Bolton One, we also offer:-

- Free eye tests for all staff using computers
- Discounted private medical insurance plans via AXA PPP Healthcare Ltd.
- A free 24 hour, confidential staff helpline for counselling, advice and support
- Discounted assessment and treatment from the Sports and Spinal Injury Clinic

## Other leave

- Paid adoption leave, maternity leave and paternity leave
- Annual shutdown over the Christmas and New Year period
- Flexible leave for emergencies and compassionate leave

## Library membership

Staff have full access to the Peter Marsh library including our iMacs, touchscreen PCs or laptops in our self-service Tech Zone. There's free wireless network access on campus and around town – just pick up a voucher from the library.

## Location

The University is just 10 minutes' walk from Bolton town centre and the famous Bolton Market, three supermarkets and a retail park. We're also 10 minutes' walk from the railway station with direct links to Manchester and Manchester Airport and 10 minutes from Bolton bus station with local links.

## Personal development

We offer a comprehensive induction to welcome you to the University and a range of staff development courses and access to the Mentoring Academy. Paid study leave may be available.

## Religious worship

Our multi-faith Chaplaincy supports the spiritual life of the whole University community, celebrating festivals and notable dates. We have a multi-faith prayer room and prayer preparation facilities.

## Equality and diversity

The University is committed to promoting equality and diversity in all of its endeavours and aims to provide a work, learning and teaching environment free for discrimination and unfair treatment. This commitment is set out in the University Equality & Diversity Policy.