



UNIVERSITETET I AGDER



Senter for
fremragende
utdanning

Centre for Research, Innovation and Coordination of Mathematics Teaching

The Norwegian Quality Assurance Agency has granted Centre of Excellence in Education status to The Centre for Research, Innovation and Coordination of Mathematics Teaching (MatRIC) hosted by the Faculty of Technology and Science at The University of Agder.

The 'Centre' is seeking to recruit a 'project leader' with exceptional organizational and administrative competences to take a leading role in the creation of this Centre of Excellence. The Project Leader will work closely with and be directly answerable to the Centre Leader, Professor Simon Goodchild.

The Centre's professional work will be undertaken by interdisciplinary groups of academics researchers and students drawn from higher education institutions across Norway. The Centre will be known through its conferences, workshops, seminars and publications (web-based and printed). The 'project leader' will have a key role in setting up, implementing and managing the work of the Centre, under the direction of the Centre Leader and Centre Management Board.

The 'project leader' will be expected to drive forward the work of the Centre with a high degree of independence, using their own initiative. The task entails coordinating researchers and teachers across Norway, organization of events in remote locations, working within institutional structures and public finance systems.

The post requires general management skills in addition to specific centre management and administration skills. An understanding of higher education administration and university financial systems is necessary. The post also requires high levels of competence in digital technologies, training in software application may be offered through the university.

Principal responsibilities:

The production of a yearly project plan with attention to key dates and targets, to ensure the plan is known, understood and owned by all Centre stakeholders, and to monitor the plan to ensure all milestones are met.

To establish and provide excellent management support for the Advisory Board and Management Board.

To maintain strong lines of communication between all stakeholders, within the university and with other universities and university colleges in the Centre network.

To establish, with the Centre Leader, reliable systems for monitoring, dissemination and evaluation of the Centre, to ensure reports from working groups are received by given deadlines, and to undertake necessary preparatory work to support the Centre's reports.

To establish dependable and efficient mechanisms for the financial management and control of the Centre.

To work with the Centre Leader, and others, in preparing proposals for external funding of Centre initiated projects, and other projects in which the Centre collaborates as a partner.

The post holder is a catalyst in establishing networks of collaboration between mathematics teachers in Norwegian Universities and University Colleges.

Additional administrative tasks

The post holder will also contribute to other administrative tasks within the Faculty as directed by the faculty senior management.

This is a new position in an exciting new development within the university. The post holder should expect the principal responsibilities and other tasks to change as the Centre becomes established. Changes in responsibilities and tasks will be negotiated between the post holder, Centre Leader and Faculty management.

Accountability and responsibility

The post holder will be accountable to Professor Simon Goodchild, working closely with the Leadership and administration of the faculty of Technology and Science.

Personal specification ...

Essential

Desirable

See next page for the description from Leeds.

Essential Criteria

- Possess a higher degree or senior management experience.
- Experience of working in the public sector.
- Have an ability to work co-operatively with others and to achieve results through other people without necessarily using formal line management authority.
- Be numerate and able to deal confidently and competently with budgetary matters, financial analysis and information management.
- Have a track record in effective project management.
- Able to demonstrate effective planning skills ensuring that the various components of the project are integrated into an overall plan which has wide ownership and engagement, with milestones for delivery.
- Have an ability to work across sectors both managing and influencing competing priorities.
- Be able to understand and work effectively with complex academic information and analysis.
- Be highly structured in their approach to work and able to establish priorities and plans.
- Be able to work with tact and sensitivity but also with persistence and a clear focus on achieving results.
- Be self-motivated and able to work with minimal supervision.
- Have excellent analytical skills.
- Be able to work effectively as a team member and as a leader/manager of that team.
- Have effective written and presentational skills.
- Have an understanding of educational issues.
- Have relevant experience in applying appropriate tools of project management into practice.
- Be highly structured in their approach to work and be able to establish priorities and plans.
- Willing and available to travel.

Desirable

- Possess an understanding of the NHS and experience in working across the HE/NHS interface.
- Experience in re-engineering, ensure that working practices are undertaken through change management.
- Experience in workforce related issues.
- Experience/understanding of assessment and fitness to practice issues.
- Full current and valid driving licence