



Training and Development Manager
Part-Time (0.6 FTE/22.5 hours per week)

Post Reference: NU7526

Salary Scale: £39,906 – £43,482 per annum, pro rata
(pay award pending)

Vice-Chancellor
Professor Jackie Dunne



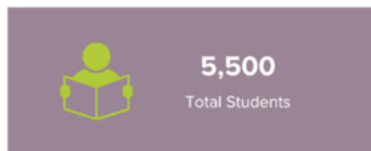
Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham,
West Midlands, B32 3NT.

Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be **the leading university in inclusive education for the graduate workforce of tomorrow**. At the heart of this is our commitment to a **values-driven, high-quality university education**.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6th in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately

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designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

Job Description

Job Title:	Training and Development Manager
Grade:	7
Salary:	£39,906 - £43,482 per annum (£24,267 - £26,442 pro rata) Pay award pending
Hours:	22.5 hours per week (0.6FTE)
Directorate:	Human Resources
Direct Reports:	Senior HR Services Administrator
Reporting to:	Director of Human Resources

Purpose of Post:

To provide an effective and efficient staff Corporate Training and Development service in collaboration with Human Resource colleagues, aligned to deliver the objectives of the People and Culture enabling plan and the achievement of the University's strategic priorities.

The Training and Development Manager will plan, design, deliver and evaluate learning and development interventions and initiatives; enhance the corporate training portfolio; support management of change, culture and values programmes; enable professional upskilling; build leadership and management capacity; and facilitate other developments related to the University's Vision and Strategy and the strategic priorities of the People and Culture enabling plan. The postholder will have an innovative mind-set and can-do attitude, facilitating the collective ownership of staff training and development practices, priorities, and inclusive culture. They will also support a range of OD and wellbeing interventions for staff across the University.

Key Duties and Responsibilities:

1. Plan, design, deliver and evaluate learning and development interventions and staff training initiatives aligned to the University's strategic priorities and statutory and regulatory requirements including but not limited to the Office for Students Condition 'E6', health and safety legislation, equality and diversity obligations, safeguarding responsibilities etc
2. Enhance the corporate training portfolio in order to build staff capabilities; support management of change, culture and values programmes; enable professional upskilling; grow leadership and management capacity; and facilitate other developments related to the fulfilment of the University's strategic priorities
3. Work in conjunction with HR colleagues to support staff engagement and OD initiatives and related projects to meet organisational objectives and contributing to broader HR team operations.
4. Assess staff corporate training and development needs against the University's strategic priorities and conduct annual Training Needs Analysis in consultation with professional services and academic managers; including talent management and succession planning requirements

5. Oversee the management of relevant systems and processes in order to monitor, evaluate and report on the activities, costs and performance of Corporate Training and Development interventions and resources. Prepare reports/briefings for approval by senior management and ensure that projects are prioritised with the resources available through effective planning and budget management
6. Manage the Corporate Training and Development budget and resources including identifying, commissioning and evaluating in-house and external interventions and training providers; ensuring compliance with the University's financial regulations and procurement framework.
7. Produce costed operating plans for the delivery of corporate training (statutory, mandatory and mission critical for Birmingham Newman) learning and development needs
8. Work in conjunction with the Director and Deputy Director of Human Resources to design, promote and deliver a Management and Leadership Development programme
9. Deliver face-to-face corporate training courses and programmes necessary to meet learning and development needs as required and where appropriate manage this activity via other internal and external providers
10. Build and maintain excellent working relationships with key stakeholders and networks, both internally and externally including external suppliers and consultants, in order to develop opportunities and maximise the best use of resources.
11. Develop, review and implement staff training and OD related policies, procedures, protocols and management guidance.
12. Promote the Corporate Training and Development brand, interventions and materials to meet organisational standards, build staff capabilities and enhance staff engagement
13. Manage the University induction process, helping to create an excellent onboarding experience for new starters.
14. Oversee the University's staff appraisal process and promote its effective operation
15. Chair, and or proactively participate and contribute to meetings internally and externally as required.
16. The postholder will:-
 - engage in appropriate continuous professional development and networking opportunities to ensure that the knowledge, skills and competencies necessary for the effective performance of the post is maintained. This will include attending conferences, sector and regional networks etc as required.
 - work flexibly and undertake other duties commensurate to the grade as required.
 - be dealing with 'restricted information' or 'highly restricted information' as part of their duties and is required to adhere to the University's Information Security Policy, Data Protection Policy and local privacy notice requirements
 - ensure that policies and procedures are followed and as a line manager ensure that their staff receive appropriate induction, training and support, that absence is managed and recorded and that their direct reports receive an annual appraisal

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description: This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

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- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

For all staff, the place of work is Birmingham Newman University.

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	Undergraduate degree or equivalent Evidence of relevant continuous professional development and active memberships or affiliations with relevant professional associations or networks.	Application	Level 7 qualification or equivalent	Application
Relevant work experience and/or knowledge	Significant experience of working in a training and development (or OD context) role Demonstrable knowledge and experience of designing, reviewing and delivering staff training and development interventions/programmes Demonstrable experience of managing staff induction and training and development on-boarding activities Detailed understanding of conducting training needs analysis and planning Experience of succession planning Experience of running talent management	Application/ interview/test	Knowledge and understanding of the higher education sector Member of training/OD/ professional practice association/ institute and or network/s Active involvement in staff wellbeing programmes and or initiatives	Application/ interview/test

	programmes and management or leadership development Experience of delivering face-to face training Experience of promoting and branding training and development programmes and initiatives			
Relevant and/or Specific skills required	Ability to communicate with a wide range of colleagues at all levels of the organisation, including external stakeholders, exerting influence and sharing knowledge Demonstrable experience of bringing together colleagues across departmental structures in order to develop and deliver training interventions Proven experience and ability in policy writing and involvement/consultation with stakeholders Experience of effective budget management	Application/ interview/test	An open and collaborative approach to work, able to quickly establish good working relationships Responsibility for managing a department budget	Application/ interview/test
Personal qualities and attributes	Confidence to work independently under own initiative. Demonstrable experience of working to competing deadlines and tight timescales. Ability to create positive working relationships in pressured and challenging circumstances Ability to operate strategically and translate to operational practice	Application/ interview/test	Significant management skills to provide substantial contributions to leadership	Application/ interview/test

	Self-motivated and able to motivate others			
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General Terms & Conditions of Employment

This post is a part time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 7 £39,906 - £43,482 FTE, pro rata (£24,267 - £26,442 actual) with a pay award pending. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on a 37 per week for Professional and Support Staff. This part-time post 22.5 hours per week (0.60FTE) and 35 hours per week. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you

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of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

Procedure for Application

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

Closing date for applications: 22 October 2026
Interviews will take place on 20 November 2026

Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to [Policies and procedures - Birmingham Newman University](#)