



## **UVAC Chief Executive – Job Description**

Develop with the Board and implement with UVAC's team the organisation's strategy focused on supporting the HE sector to develop and deliver vocational qualifications and programmes focused on:

- Raising Productivity
- Improving Public Sector Service Delivery
- Delivering the Net Zero and Green Jobs Agenda
- Supporting Social Mobility, Levelling-Up, Diversity and HE Access and Participation.

UVAC's strategy and activities will focus on:

- Reform of Level 3 Qualifications, the Introduction of T Levels and Progression to Higher Education
- Higher Technical Qualifications
- Higher and Degree Apprenticeships and apprenticeship policy more generally
- Professional Accreditation of HE Programmes and Vocational Higher Education
- CPD, Credit Accumulation and Transfer and the Lifelong Loan Entitlement
- Work placements and Industry Partnerships.
- Innovation in:

Work-based Learning, National, Regional and Local Delivery Models  
New Technology and the Delivery of Vocational Programmes  
HE, FE and Employer Delivery Partnerships and Institutes of  
Technology.

### **Key activities:**

Work with the UVAC Board to determine and deliver UVAC's research, advocacy and membership support activities.

**Research** – Development and delivery of a research programme to inform UVAC's agenda. Provide support for UVAC's peer reviewed journal, *Higher Education, Skills and Work-based Learning* published by Emerald, working with the Editor in Chief and Associate Editors.

**Advocacy** – To work with Ministers, officials and key agencies, develop policy positions, speak at key events, respond to consultations, gain appropriate media coverage and develop, consult upon and present UVAC policy positions.

**Membership Support** – To manage the delivery of a membership support programme focused on events, webinars, templates and guidance documents.

Support the development and delivery of UVAC's National Conference.

**Income Generation** – To ensure, through membership subscriptions and project activity, that UVAC income covers UVAC expenditure.

**Partnership** – To work closely with DfE/ESFA, IfATE, OfS/QAA, Ofsted, UCAS, UUK and mission groups, Awarding Organisations, employer organisations and PSRBs.

**Team** – To manage UVAC's small team.

**Finances** – To manage UVAC's finances and relationship with the organisation's IT and payroll provider.

### **Terms, Hours of Work and Location**

Salary circa £75,000 (for a full-time post holder)

Subject to negotiation, the post holder would be employed on a full-time or 0.6 basis.

The role is home-based, working virtually with the UVAC Team, with attendance from time to time at UVAC's registered address at the University of Bolton.

### **Person Specification**

Outstanding understanding of Apprenticeship, Technical Education, Higher Education and Vocational Education in general

Track record in research in higher level vocational and work-based learning

Excellent communicator and advocate, with the ability to develop policy, operational arguments and positions with members and communicate effectively with Ministers, officials and partner organisations

Ability to manage a membership organisation

Excellent understanding of the equality, diversity and levelling-up agenda in respect of higher education, technical education and Apprenticeship

Track record in securing income, setting and delivering to a budget and successfully managing projects

An all rounder with proven ability to manage a small organisation and work in a small team with limited administrative support.