

Courses Manager – job description

May 2024

Role summary

The Courses Manager will be responsible for the PTC's training portfolio. Together with the new Advisory Board, they will oversee course content, delivery and quality control. They will ensure that the portfolio is relevant to those working in publishing today. They will devise a training programme and develop a curriculum for people to progress personally and in their careers.

Principal responsibilities

Product development

- Assess the PTC's courses, identify any gaps and suggest new content and topics.
- Commission and launch new courses, including open and distance-learning courses.
- Retire or update existing courses where necessary.
- Develop a training programme, including steps to progress through the programme.
- Ensure that new course content and products are of the highest standard.
- Propose ideas for new delivery mechanisms or types of training.

Advisory Board

- Hire and maintain a diverse group of publishing experts to operate as an Advisory Board.
- Manage meetings and actions of the Advisory Board.
- Co-ordinate with other stakeholders and staff to ensure that its outputs are implemented.

External relations

- Act as an ambassador for the PTC.
- Develop good relationships with HR managers within publishers and related organisations.

IT and systems

- Help to select and implement a new learning-management system (LMS) for the PTC's online courses, ensuring that it is fit for purpose and delivers a good user experience.
- Ensure that the new LMS operates works well on the PTC website, providing a good user experience.
- Ensure that the new LMS integrates with the PTC's customer database and other IT systems, and that there are good data flows between them.

Relationship management

- Have an effective and constructive working relationship with the PTC team.
- Have a good working relationship with the PTC's tutors, trustees and other stakeholders.

General

- Keep up to date with the latest trends and developments within both publishing and the training industries.

Person Specification

The Courses Manager needs both a publishing and a pedagogical background.

Skills and experience required

- At least 5 years working in training, development or a similar field.
- At least 5 years working in the UK publishing industry.
- Managing a range of stakeholders.
- Chairing meetings and ensuring actions are taken.
- Recruiting members of, and running, an advisory or editorial board.
- Change management and dealing with organisational and systematic change.
- Working with LMS and other IT systems.
- Good communication skills.
- Excellent written English.

Personal qualities required

- Strong inter-personal and relationship-building abilities.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Good networking capabilities.
- Able to work in and promote a collaborative team environment.
- Financially aware, commercially astute.
- Able to operate in a fast-changing environment.