

Academy Project Manager

As an Academy Project Manager you will join the Pearson UK Schools Secondary Sales Team to support strategic partnerships with major customer groups such as Academy consortia. You will manage a Pearson wide solution both to deliver the teaching and learning proposition and to deliver additional revenue streams from across the Pearson portfolio. Due to the nature of these customer groups the post is a national role.

The post holder will be responsible for managing projects with high level relationships and working directly with Pearson Learning Solutions, key internal stakeholders and reporting to the Director of Secondary Sales.

Working principally with the sales teams both Consultants and Managers, you will:

- Work with key internal personnel to promote Edexcel and Pearson services and solutions using agreed strategies to deliver regional and national targets for new business growth alongside PLS
- Provide accurate and timely sales forecasts
- Establish an excellent working relationship with the senior managers and key influencers within academy partnerships and other consortia
- Oversee the implementation of the agreed academy operational plans

A key responsibility will be building relationships, externally and internally, to raise achievement and promote our drive for excellence in education.

Educated to degree level or equivalent, you will have an impressive career record, which will include being able to demonstrate a good understanding of the 14-19 educational agenda. You should also have experience of curriculum development or implementation in schools/colleges, as well as a demonstrable commercial focus, possibly having worked in a business development or sales role previously.

The post holder will be required as necessary to base their work within the academy(s) in addition to being home based for some of the time. The post holder will therefore be expected to travel extensively to meet with customers and partners. Meetings may also take place at 190 High Holborn and Pearson Oxford

**Closing date for the applications is 22 March 2010 at 17:00.
Please apply with a CV and covering letter to jobs@edexcel.com**

ACADEMEY PROJECT MANAGER

REFERNECE NO: DK693UKS

CLOSING DATE: 22 MARCH 2010 at 17:00

Job Description			
Job Title	Academy Project Manager	Division:	UK Schools
Department	UK Schools Sales	Section:	Regions
Reporting to:	Director of Secondary Sales	Location:	National Role

Purpose:

Within the framework of Edexcel's closer integration with Pearson Education and the development of strategic partnerships with major customer groups, focusing exclusively on the emerging academies, the job holder will be responsible for managing a Pearson wide solution that will deliver additional and augmented revenue streams in the UK Educational market.

The post holder will be responsible for managing the end to end project and the high level relationships therein working directly with Pearson Learning Solutions, key internal stakeholders and reporting to the Director of Secondary Sales.

As such the post holder will have a national remit and will be responsible for overseeing the implementation of the academy curriculum development plans.

The post will work collaboratively with the relevant RMs, CDMs and Pearson ASMs and Consultants as appropriate, being supported by the same. Additionally; the post holder will liaise with other internal suppliers to put in place a total Pearson solutions package in support of the outcomes as defined in the agreement between Edexcel and the customer or academy group.

Key Accountabilities:**Business Development:**

- Working with key internal personnel to promote Edexcel and Pearson services and solutions using agreed strategies to achieve and strive to surpass regional and national targets for new business growth alongside PLS
- Provide accurate and timely sales forecasts aligned with the implementation programme.

Project Management:

- Oversee the implementation of the agreed academy operational plans
- Provide a local point of relationship management and escalation
- Hold regular reviews as appropriate with the senior leadership team and heads of department
- Hold regular reviews with the curriculum development managers who will be the customer's local point of contact within the strategic partnerships
- Develop a model which can be replicated in subsequent academy partnership arrangements

Establish and maintain effective contact with Key Personnel within the academies

- Establish an excellent working relationship with the senior managers and key influencers within the academy partnerships where appropriate

Working cross functionally:

- Establish and maintain effective communication channels with key staff in Edexcel and Pearson, particularly with Edexcel training, Edexcel customer services, Pearson Education, Trident, Fronter and Pearson Phoenix to ensure a seamless delivery of services as well as facilitating the opportunity for revenue growth
- Work collaboratively with the operations and IT departments in Edexcel to ensure delivery of agreed customer service solutions
- Develop a clear working relationship with the appropriate Curriculum Development Managers, Regional Manager and Pearson Ed team and provide support to them in terms of the project requirements

Reporting and Market Intelligence:

- The post holder will be expected to report as required, but not less than monthly on progress against each revenue opportunity
- Track progress against agreed outcomes
- Customer knowledge including a clear understanding of their total spend and business potential to meet the agreed outcomes
- Competitors and competitor activity
- Other activities as agreed with the Director of Secondary Sales

Background Information

This post will support the new partnership arrangements being developed with academies and helps position Pearson as the leading provider of multiple learning solutions in the UK Education marketplace

A significant amount of flexibility will be required to ensure optimal working arrangements as priorities change.

There is a significant amount of work to be done to embed this post in UK Education and it is likely to require changes in the culture and dynamic of the UK Education sales team and the post holder will need to develop appropriate collaborative strategies with the regional managers and their respective teams to ensure this role integrated seamlessly.

Key Challenges:

There may be tight deadlines from time to time, requiring prioritising of work and the job holder will require flexibility in managing demands and changing priorities

Immediate priorities are:

- Understanding the requirements of the Pearson Learning Solutions offer to the Academies and the obligations as defined by the contractual requirements document
- Taking responsibility for ensuring the existing strategic partnership agreements as being implemented
- Developing a clear working relationships with the appropriate people within Edexcel and Pearson across all regions
- Defining the priority operations and producing a priority events calendar with clear timelines
- Develop comprehensive implementation plans for the new partnership arrangements
- Aligning activity with field sales staff

Working Pattern:

The post holder will be required as necessary to base their work within the academy(s) in addition to being home based for some of the time. The post holder will therefore be expected to travel extensively to meet with customers and partners. Meetings may also take place at 190 High Holborn and Pearson Oxford

Additional Information:**Measures of Success:**

- Successful implementation of the strategic partnership agreements against defined outcomes
- Development of new business opportunities for UK Education
- Achievement of business growth against identified markets
- Accuracy of projections for business development with region
- Timely and accurate reporting and evaluative data
- Measures of success being recorded through regular monitoring, regular meetings and reported monthly to the Director of Secondary Sales

Personality Required:

- Flexible team player with determination and passion to get things done
- Demonstrable ability to handle criticism on a regular basis without it affecting confidence/performance
- A goal-driven individual that is motivated by achieving revenue and ROI delivery