# Programme Manager

## JOB APPLICATION FORM

### PRIVATE & CONFIDENTIAL

*June 2024*

#### PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Full Name: | | |
| Address: | Mobile: | |
|  | Email: | |
|  |  | |
|  | LinkedIn: | |
| Please confirm that you have the right to work in the UK – Please circle as appropriate:  \*If unsure please check here: https://www.gov.uk/legal-right-to-work-in-the-uk | | Yes/No |

### **COVER NOTE: In your own words (300 max) answer the following:**

|  |
| --- |
| * What attracted you to the LFA and prompted your application for this role? * Why do you believe you would be the right person for this role (please reference this role’s requirements and the organisational culture, and explain how your particular skills/competencies, experience and interests are relevant to this position)? |

### **RELEVANT EXPERIENCE: Please tick the relevant years of experience.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | CRITERIA | None | <5 yrs | >10 yrs | >15 yrs |
| Do you have proven experience in: | Academic Management |  |  |  |  |
| Curriculum Development and Design |  |  |  |  |
| Departmental Resource Management |  |  |  |  |
| Assessment Management and Moderation |  |  |  |  |
| Academic Quality Assurance and Standards |  |  |  |  |
| Student Registry |  |  |  |  |
| Academic Reporting and Compliance |  |  |  |  |
| Student Progress and Performance Evaluation |  |  |  |  |
| Handling Student Complaints and Grievances |  |  |  |  |
| Team Standards Management |  |  |  |  |
| Team Wellbeing Management |  |  |  |  |
| Managing Change in the Workplace |  |  |  |  |
| Developing high performing people |  |  |  |  |
| MS Office or equivalent, incl. PowerPoint, Word, SharePoint |  |  |  |  |
| Additional notes: | | | | | |

### **RELEVANT ATTRIBUTES/SKILLS: Please evaluate yourself on a scale of 1-5 (with 1 being low and 5 being high)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Organisational and administrative skills |  |  |  |  |  |
| Project management skills |  |  |  |  |  |
| Leadership and motivation skills |  |  |  |  |  |
| Communication skills |  |  |  |  |  |
| Problem solving and decision-making skills |  |  |  |  |  |
| Forward planning and strategic thinking |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Positive and proactive |  |  |  |  |  |
| Creative and curious |  |  |  |  |  |
| Innovative and adaptable |  |  |  |  |  |
| Passion for Film and Media |  |  |  |  |  |
| Passion for education |  |  |  |  |  |
| Collaborative and community minded |  |  |  |  |  |
| Self-managing and motivation |  |  |  |  |  |
| Additional notes: | | | | | |

|  |
| --- |
| PROFESSIONAL ASSOCIATIONS  Please state whether you are a member of any technical or professional association relevant to the post: |
| ADDITIONAL TRAINING  Please state whether you have any other training relevant to the post: |
| FOREIGN LANGUAGES  Please list any foreign language you speak and your level of competence, both oral and written: |
| SALARY REQUIREMENTS  Please confirm your salary expectations below: |
| NOTICE PERIOD:  Please confirm your notice period below: |

**DECLARATION OF APPLICANT**

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to London Film Academy using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that London Film Academy will retain the form for as long as is deemed necessary and that London Film Academy may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: Date: