JOB DESCRIPTION

JOB OVERVIEW			
POSITION TITLE	Programme Development Specialist	**LOCATION**	HQ
MOLECULE	Projects	**REPORT TO**	Project Lead
DEPARTMENT/UNIT	*Enter department/unit.*		
JOB DETAILS			

JOB PURPOSE	*Define the critical or main objective of the job and its expected contribution to the company.* 1. Accountable for implementation of specific projects and programmes, as well as the effective dissemination of outcomes of projects and programmes, in compliance with LeapEd programmes as well as with company strategy, commitments and goals. 2. Responsible for research in best practices in education development, training and evaluation strategies and tools related to education programmes aligned to the corporate and client requirements. 3. Responsible for designing and developing effective programmes, modules, training materials and resources, frameworks, and guidelines aimed to achieve established standards of teaching and learning in schools, primarily within the Malaysian education landscape *(print and digital versions).* 4. Participates in the design, administration and monitoring of all Special Projects as may be assigned, including monitoring and evaluation of project performance. 5. Ensures that projects, modules, training materials and resources are completed on time, within budget, and within accepted quality metrics *(print and digital versions).* 6. Participates, in collaboration with project owner, in project review and status meetings. 7. Communicates project status in line with stakeholder expectations. 8. Monitors latest developments in the education sector, and highlights policy trends and directions. 9. Accountable for translation requirements in LeapEd, in collaboration with other translators, always ensuring quality of all work.

PRIMARY RESPONSIBILITIES	*Concisely list and describe the key responsibilities, function and activities for the position*
	
	 1. The role requires focus on the overall direction, coordination, implementation, execution, control and completion of specific projects and programmes for LeapEd. This includes, but is not limited to:
	    a) Clear articulation of the purpose, significance and conceptual framework of a specific projects, programmes, modules, training materials & resources, including the various activities to be undertaken, short-term and end-term outcomes, as well as critical success factors related to each activity.
	    b) Develop a clear and well-mapped plan for the conduct and implementation of specific projects, programmes, modules/training materials & resources, including timelines and budgetary requirements.
	    c) Design and communicate a strategy for reporting all assigned projects and programmes, as well as outcomes of each activity to the Project Lead, as well as to other teams in LeapEd.

d) Ensure effective communication of timelines and related activity between the team and other LeapEd functional areas, aimed at the smooth implementation of special projects, programmes, module /training material development as required.

e) Regularly disseminate all information related to specific projects, programmes, module/ training material development to the Project Lead and other LeapEd teams. This includes, but is not limited to, planned activity, development agenda, data management activity, success criteria and expected outcomes of assigned projects and programmes.

f) Develop, disseminate and monitor appropriate standards and SOPs for specific programmes, module / training material development to ensure that desired outcomes are achieved.

2. As a thought leader in educational development, the role requires knowledge of current developments in the field. This requires, but is not limited to:

a) Design and develop effective education frameworks, guidelines, modules and training materials aimed to achieve established standards of teaching and learning in schools within the Malaysian education landscape.

b) Develop strategic partnerships, including the setting up of working teams for specific projects, programmes and material development. This role requires alignment with and approval from management.

c) Manage all activities related to academic publications, including dissemination of related outcomes.

d) Ensure Quality Assurance in strategies and tools used in programmes, module and material development. Ensure that quality assurance of all processes is aligned to corporate and client requirements.

e) Support development, training, and evaluation work in CPD programmes to ensure improvement in teacher quality and achievement of student outcomes.

f) Support the monitoring and evaluation activity related to curriculum, policy, and pedagogy to refine LeapEd programmes.

g) Support assessment frameworks and monitoring & evaluation tools designed for the programmes.

h) Support Partnership Management in new programmes involving content, module and training materials design and development.

i) Establish and support continuous improvement initiatives related to all LE programmes, projects, modules and training materials.

j) Support budgetary and supervisory responsibilities, where appropriate and mandated by the management.

k) Support Train-the-Trainer sessions in relevant areas where appropriate.

l) Support robust quality assurance of programmes and strict compliance to company IP policies with regards to safeguarding and developing LeapEd intellectual property as well as protection against infringement litigation.

m) Support the development of Baseline and KPT tools, report formats, frameworks and other related tools.

3. Identifies and mitigates risks. Develops and implements risk mitigation plans.

4. Provides timely reports in line with stakeholder expectations.

5. Develops and communicates appropriate professional presentations.

6. Conducts in-depth educational research and environmental assessments to enable project kick-off and ensure optimal performance.

7. Stakeholder Management

a) Ensures highly effective and collaborative internal and external stakeholder relationships through the use of 'matrix management' skills, with strong research, writing, presentation and influencing skills.

	b) May represent the organisation, when appointed, as the principal contact and may perform project leadership role.

QUALIFICATIONS	
MINIMUM EDUCATION QUALIFICATION REQUIREMENTS	*Define the minimum professional qualifications or certifications that are critical and required for this job.* • First degree in any discipline and preferably postgraduate and or/professional qualification. • Demonstrated capacity in material development based on curriculum, pedagogy and translation. • Bilingual proficiency in Bahasa Malaysia and in English. • Project Management certification is desirable. • Fully computer literate in word processing tools (e.g., Microsoft Office.)
PREFERRED EDUCATION QUALIFICATION	*Define any additional professional qualifications or certifications that will improve performance at this job.* • Possess a master's degree and/or PHD in Education will be an advantage.

MINIMUM EXPERIENCE REQUIREMENTS	*Define the minimum experience required to perform at this job.*
	
	• Minimum of 10 years of teaching, material development and research experience, in line with:
	    o teaching and learning pedagogies, leadership skills.
	    o a good understanding of innovations in teaching and learning.
	• Experience of the development and implementation of educational content and standards in a range of settings.
	• Experience in implementing effective teaching and learning strategies.
	• Experience in educational research, evaluation and assessment strategies, framework and content of effective Continuous Professional Development programmes and products for education professionals including (but not limited to) teachers, school leaders, Ministry of Education staff.
	• Literacy and numeracy development
	• Competent in data driven problem solving and decision making in the context of school improvement & transformation.
	• Proven competencies and experience in education-related work.
	• Experience in using modern ICT tools.
	• Proven commitment to quality.
	• An ability to understand the ethos of partnering and evidence of delivering in that environment.
	• Conceptualisation and analytical skills sufficient to enable sound operational and strategic judgements to be made.
	• Excellent communication skills (both oral and written).
	• Self-reliance and high levels of self-motivation.
	• Self-disciplined with a strong work ethic and an ability to operate with light supervision

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PREFERRED EXPERIENCE	*Define any additional experience or exposure that will improve performance at this job.* • Advisory experience in a school reform / improvement / transformation project is a value added. • Management and leadership skills, to include successful delivery of a complex change programme in education. • Project management experience is preferred.
COMPETENCIES	
LEADERSHIP	*Define the proficiency required for the job to be performed at the optimum level.* 1. Managing Complexity 2. Supportive Relationship 3. Leading Change 4. Showing Resilience 5. Leadership
FUNCTIONAL	*Define the KEY functional/technical competencies required to excel and be successful in this job.* Generic 1. Malaysian Education System. 2. Quality Assurance. 3. Consultation and partnership. 4. Monitoring & Evaluation tools. 5. Project & time management. 6. Problem solving & decision making 7. Written & oral communication Functional 1. Influence & motivating 2. Consultation and advising 3. Programmes & products 4. MOE Initiatives 5. Stakeholder management. 6. Leading & team coordination