Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15717</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor in Environmental Management</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of School, Engineering &amp; Innovation</td>
</tr>
<tr>
<td>Salary:</td>
<td>£40,792 to £48,677 per annum</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade</td>
<td>AC3</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>Based in Milton Keynes, Cardiff, Edinburgh, Belfast, Nottingham, Manchester or Home-worker</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon, 12 April 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Standard</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Resourcing-Hub@open.ac.uk">Resourcing-Hub@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

The post holder will be a homeworker. For this post the successful candidate will be expected to support Associate Lecturers (ALs) and students across a range of our undergraduate and postgraduate Engineering & Innovation curriculum.

A significant and distinctive part of the academic role of Staff Tutor is to manage a large number of part-time Associate Lecturers (OU tutors) who in turn directly support OU students through the means of correspondence tuition, email, telephone and face-to-face sessions and, increasingly, other mechanisms such as online tutorials and conferencing. Managerial responsibilities include the appointment, induction and staff development of Associate Lecturers, conducting Career Development and Staff Appraisal (CDSA), overseeing their professional development and assuring the quality of their work.

The Staff Tutor role also extends to helping the largely non-subject specialist advisory and study support staff to understand the needs of Science, Technology, Engineering and Mathematics students, and in conveying the Faculty's curriculum developments and student support strategies to student services colleagues. A Staff Tutor will also be involved in designing and implementing local strategies to widen participation, to promote employer engagement, and to enhance more broadly the external work of the University. A sound understanding of the issues and external contexts affecting higher education in England is essential.

The post holder will spend approximately half of their time managing ALs, engaging in outreach work and providing specialised support to students (as part of a wider Student Support Team). The nature of the Staff Tutor role means that they must be able to work well in teams, and in particular in teams that are not co-located. Many of the duties of a Staff Tutor involve the need to perform administrative tasks, and the management and quality assurance aspects of the role require an ability to deal sensitively with a wide range of people.

The post holder will spend the remainder of their time on other academic activities such as teaching, research and scholarship. In particular, they will be expected to contribute to the production and presentation of our Environmental Management and Environment Engineering modules, and potentially to other modules across the School of Engineering & Innovation.

Some aspects of the role will require working in the evenings and at weekends and Staff Tutors are expected to be flexible in their working hours. Some travel will also be necessary, for example to our Student Support Team based in Manchester and to our campus in Milton Keynes. Such journeys will be reimbursed according to the University scheme. There are opportunities for appropriately experienced Staff Tutors to play a significant part in the governance and management structures of the Open University.

Main Duties

The post holder is expected to:

1. Administration and Management
   a) advise primarily on the selection and appointment of Associate Lecturers to Engineering & Innovation modules, and to carry out their induction and ongoing development. (The post holder may additionally be responsible for the management of Associate Lecturers working in other areas of the STEM curriculum);
   b) manage, supervise and support Associate Lecturers in their role. (This includes: provision of academic advice on the delivery of module content and appropriate online and distance teaching methods; monitoring teaching activities undertaken by Associate Lecturers; organisation of staff development events and the conduct of staff appraisals);
   c) manage Associate Lecturer appointments in line with student numbers and appropriate student-tutor group sizes;
   d) be involved in the planning and organisation of online and face-to-face tutorials and day-schools, where appropriate.
2. Teaching
a) advise students studying Environmental Management and Environmental Engineering modules and other curriculum in the Engineering & Innovation programme, and provide a link between students, their Associate Lecturers, the Student Support Team, the School and the Faculty;

b) work as part of a distributed team with educational advisors and other academic and learner support staff in handling referred queries where specialist knowledge of Faculty modules is required;

c) ensure effective implementation of University policy in relation to Associate Lecturers, students and enquirers;

d) contribute to the assurance and enhancement of the quality of learning and teaching within the School, in line with University standards;

e) contribute to the development, planning and implementation of high quality and successful curriculum at undergraduate and/or postgraduate levels in Environmental Management and Environmental Engineering;

f) work with Staff Tutors, other academic and academic-related colleagues in the support of School and Faculty objectives.

3. Scholarship, research and enterprise
a) undertake a self-directed programme of individual or collaborative scholarship or research in a field that will contribute to the School and Faculty strategic objectives;

b) undertake subject research or scholarship in teaching and learning that leads to publications in line with School and Faculty objectives;

c) undertake professional development as an academic educator and researcher.

4. Outreach and public engagement
a) promote the study of Engineering & Innovation modules and qualifications, particularly in respect of under-represented groups;

b) contribute to the STEM outreach activities of the Faculty;

c) where appropriate, collaborate with relevant environmental professional bodies or learned societies;

d) where appropriate, work with employers, policy makers and other stakeholders.

5. Other responsibilities
a) comply with the University’s Health and Safety, Equal Opportunities and Homeworking policies in the performance of their duties;

b) co-operate with the Open University in ensuring as far as necessary, that Statutory Requirements, Codes of Practice, University Policies, and Departmental Health and Safety arrangements are complied with;

c) have a strong commitment to the principles and practice of equality and diversity.

3. Person specification

Requirements

Education, qualifications and training

Essential:  • A good honours degree (or equivalent) in Environmental Management, Environmental Engineering or a closely related area

Desirable:  • Post-graduate qualification in Environmental Management, Environmental Engineering or a closely related area

Knowledge, work and other relevant experience

Essential:  • Demonstrable knowledge of the skills and experience required to support undergraduate and postgraduate taught students and the staff that tutor them
- Some experience of teaching at further or higher education levels in Environmental Management, Environmental Engineering or other relevant areas
- Some experience of adult learning
- An understanding and experience of dealing with issues of access and retention in the context of higher education
- Experience of staff selection and management
- Experience of delivering staff development
- Experience in the use of ICT in an educational context

**Desirable:**
- Higher Education Academy professional accreditation or equivalent qualification
- Experience of supporting adult learners within an online and/or distance learning environment
- Enthusiasm for the application of new technologies to teaching and supporting students
- Experience of working with and influencing policy makers, governmental and/or non-governmental institutions
- Experience of subject research and/or scholarship in learning and teaching
- Ability to develop new collaborations within the University and with external organisations

**Personal abilities and qualities**

**Essential:**
- Excellent oral and written communication skills, including the ability to communicate ideas clearly, and to offer and receive constructive criticism
- Excellent interpersonal skills, including the ability to work collaboratively with a range of staff (academic, administrative, clerical and secretarial)
- Good team working skills and the ability to work adaptively and responsively with a variety of colleagues in multidisciplinary teams; particularly when the team is geographically dispersed
- Ability to plan and organise work to agreed deadlines
- Ability to prioritise demands against personal, external sector or institutional objectives when subject to conflicting pressures
- Ability to work flexibly (including some evenings and weekends)
- Knowledge of, and commitment to, equal opportunities principles and practice.
- Commitment to the aims, ethos and values of the Open University.

**Desirable:**
- The ability to write on issues outside of immediate area of expertise but in a related topic, in an informed and coherent manner

### 4. Role specific requirements e.g. Shift working

The successful candidate will be appointed to the School of Engineering and Innovation and will be a member of the Staff Tutor Group in the Faculty. There will be opportunities to work in conjunction with Staff Tutors located across the UK at regular meetings held via online conferencing and at the University campus in Milton Keynes, Buckinghamshire.

This will be a homeworking post. The successful candidate may be required to undertake evening and weekend commitments and to travel in the UK, to Milton Keynes, Manchester, and to other locations as necessary (as noted previously).
5. About the Faculty/School

The Faculty of Science, Technology, Engineering and Mathematics (STEM) comprises:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting more than 20,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £20M) than any other Faculty, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

We are inclusive:
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

We are highly innovative:
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

We deliver significant social and economic impact:
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK

Further details can be found at [http://stem.open.ac.uk/](http://stem.open.ac.uk/)
School of Engineering & Innovation
The School of Engineering and Innovation is one of the largest Schools in the STEM Faculty, with circa 80 academic staff and around 40 full-time PhD students. It is a broad-based multidisciplinary School that leads the OU’s teaching in the areas of Engineering, Technology and Innovation Management, Design, Systems Thinking and Environmental Management. We support qualifications including the IMechE, IET, IED and CIBSE accredited BEng/MEng, the IED accredited BA/BSc in Design and Innovation, the CIWEM accredited BSc in Environmental Management and Technology, the MSc in Engineering, the MSc in Technology Management, the MSc in Systems Thinking in Practice, and the CIWEM and IEMA accredited MSc in Environmental Management.

The School is one of the most research-intensive in the University, hosting two submissions in REF2014 from Materials Engineering and Design. Other areas of active research within the School that have contributed to the University’s REF2014 submissions include Energy, Acoustics, Waste Management, and Systems Thinking.

Further details can be found at http://www9.open.ac.uk/mct-ei/

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Professor David Sharp, Head of School, Engineering and Innovation (david.sharp@open.ac.uk) or Ms Linda Robson (linda.robson@open.ac.uk), Lead Staff Tutor, School of Engineering and Innovation.

If you have any questions regarding the application process please email: Resourcing-Hub@open.ac.uk.

7. The application process and where to send completed applications

Your application should contain:

1. A completed application form;
2. A cover letter (maximum 1250 words) explaining how your experience and skills match the person specification;
3. CV which includes details of academic qualifications, teaching, management, and research experience.

Please ensure that your application reaches the University by: Noon, 12 April 2019

E-mail your application to: Resourcing-Hub@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: Associate Dean (Four Nations and Tuition Delivery)

The other members of the interview panel will be: Professor David Sharp (Head of School)
Ms Linda Robson (Lead Staff Tutor)
2 x others still to be confirmed

The interviews will take place on: To be confirmed
<table>
<thead>
<tr>
<th>The selection process for this post will include</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A short, specified teaching activity, to be completed before the interview date;</td>
</tr>
<tr>
<td>2. A task directly related to the line management aspect of the Staff Tutor role, to</td>
</tr>
<tr>
<td>be completed before the interview date;</td>
</tr>
<tr>
<td>3. A formal interview.</td>
</tr>
<tr>
<td>You will be asked to discuss tasks 1 and 2 during the formal interview.</td>
</tr>
</tbody>
</table>

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.