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>15981</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor (Nursing)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Nation Manager, Wales</td>
</tr>
<tr>
<td>Salary:</td>
<td>£40,792 - £48,677</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>The OU in Wales</td>
</tr>
<tr>
<td></td>
<td>18 Custom House</td>
</tr>
<tr>
<td></td>
<td>Cardiff</td>
</tr>
<tr>
<td></td>
<td>CF10 1AP10</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12.00 noon on 6 June 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Covering letter, no more than 2000 words, standard application form, CV. Please see section 7 for further details on application process.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Roger Davis</td>
</tr>
</tbody>
</table>
2. Summary of duties

Staff Tutors are members of the academic staff of the School of Health, Wellbeing and Social Care (HWSC) based in the Faculty of Wellbeing, Education & Language Studies (WELS). They play a vital role in the provision of the Open University’s (OU) supported open learning model of education; contribute to the presentation of modules and qualifications and engage in research/scholarship congruent with school and faculty strategic priorities. Staff Tutors represent the Open University on national and local strategic groups, provide academic leadership and line manage Associate Lecturers and Practice Tutors who provide support to OU students. The post includes responsibility for the operational management of practice learning relating to the School’s portfolio of qualifications including the Pre-Registration Nursing Programme and the Certificate in Healthcare Practice in the OU in Wales. Applicants should therefore, have relevant qualifications and experience that demonstrates their credibility in these roles. The postholder will be part of a team based in the Cardiff Office of the Open University but will be required to travel across Wales and occasionally to Milton Keynes and others parts of the UK.

The post holder will be expected to:

- Contribute to the effective management of the Pre-registration Nursing Programme (PRNP) and work strategically with Health Boards and sponsoring agencies, employers and regulatory bodies to ensure compliance with external and internal regulatory requirements;
- Promote the OU’s Nursing Programme and other professional development opportunities to sponsors, employers and other stakeholders;
- Work collaboratively with colleagues and partner organisations in the recruitment and selection of students for entry to the Pre-registration Nursing Programme and the Certificate in Healthcare Practice;
- Provide operational support for the Pre-registration Nursing Programme and associated health and social care modules by line management of Associate Lecturers and Practice Tutors and ensuring the quality assurance of practice learning;
- Contribute to the recruitment, management, support and staff development of Associate Lecturers and Practice Tutors in partnership with Associate Lecturer Services, having regard to the importance of high quality practice learning and tutorial provision;
- Organise appropriate tutorial provision in accordance with Group Tuition processes and undertake quality assurance of correspondence tuition, face-to-face tuition, online tuition and practice assessment;
- Provide induction, probation and Career Development Staff Appraisal (CDSA) for Associate Lecturers and Practice Tutors and support them to deal with routine issues and concerns relating to their teaching and support of students;
- Contribute to the development and presentation of distance learning modules/qualifications and advise the school on the content and teaching strategies of modules/qualifications in the light of feedback from tutors and students;
- In line with the Four Nations strategy of the University, to work with colleagues in Wales and in the wider Faculty to ensure awareness of the policy and legislative context in Wales;
- Assist module/qualification teams in monitoring, grading and ensuring the quality of feedback on student assignments and practice portfolios assessed by Associate Lecturers and Practice Tutors;
- Develop and implement a personal research/scholarship plan congruent with the school and/or Faculty’s Research and Scholarship Strategy;
- Represent the school, faculty and the OU at strategic local, national and relevant external committees and groups; working with partners across the Independent and Statutory sector, other Universities and Welsh Government;
- Undertake other duties as required.
3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

| Essential: | • A good first degree (upper second or higher) or a Post-Graduate qualification in a subject area of relevance to nursing, health and/or social care;  
| | • A professional qualification in nursing;  
| | • Current registration with the Nursing and Midwifery Council (NMC);  
| | • An NMC recordable teaching qualification.  
| Desirable: | • A higher degree and potential to develop a research profile.  

Knowledge, work and other relevant experience

| Essential: | • A sound knowledge and understanding of nurse education, including the standards and regulatory requirements for Pre-Registration Nursing Programmes;  
| | • A knowledge and understanding of current issues in nursing, health and social care in Wales;  
| | • A clear understanding of the legal and cultural status of the Welsh language in Wales;  
| | • Experience of teaching and practice education in accordance with NMC regulations for nurse registration;  
| | • Experience of working autonomously; to meet deadlines, to prioritise tasks, and solve complex problems in a sensitive and constructive way;  
| | • Experience of using information technology (IT) for communication and teaching purposes and to access and use data to support module/qualification delivery;  
| | • Demonstrable ability to support the professional development of Associate Lecturers and Practice Tutors;  
| | • Good interpersonal and communication skills, including an ability to express ideas clearly both orally and in writing;  
| | • A sound understanding of the needs of adult learners;  
| | • An ability to promote HWSC learning provision to individuals and corporate customers and to develop and support local partnerships;  
| | • Knowledge of and commitment to the OU mission, including equality and diversity issues;  
| | • Experience of effective leadership, with the ability to communicate vision, strategy and develop others;  
| | • Experience of employer engagement in the healthcare sector;  
| | • Experience of teaching adult learners, particularly in the context of distance learning;  
| | • Experience of line managing people.  

Desirable:

- Experience of work-based learning;
- A record of research and/or scholarly activity related to the nursing, health and/or social care.

Personal abilities and qualities

Essential:

- A commitment to continuing personal development and updating in the field of nursing or health and social care;
- A commitment to promoting quality services to students, in particular through the academic management and appropriate staff development of Associate Lecturers and Practice Tutors and evaluation of learning provision;
- Excellent interpersonal, organisational, team working and communication skills, including an ability to express ideas clearly both orally and in writing;
- An ability to work effectively across organisational boundaries and to collaborate with others across the sector;
- An ability to work on your own initiative and as an effective member of a team;
- An ability and willingness to undertake regular travel and to work flexibly including some evenings and weekends.

Desirable:

- A commitment to collaborative working across organisational boundaries;
- The ability to communicate through the medium of Welsh, or a willingness to undertake Welsh language tuition.

4. Role specific requirements e.g. Shift working

Based in the OU in Wales office in Cardiff.

5. About the unit/department

School of Health, Wellbeing and Social Care

The School of Health, Wellbeing and Social Care is one of three Schools within the Faculty. It is characterised by a vigorous intellectual life fostered through shared research/scholarship interests, collaborative teaching, and a strong external focus. The School has three distinct but inter-related areas of curriculum: Health and Social Care, Nursing, and Social Work. The School is committed to making a difference to health and social care practice and to working in partnership with key stakeholders. The School’s mission is to transform lives through health and social care education and research. Our teaching materials are underpinned by the excellence of our research as well as high quality scholarship in the area of teaching and learning that focuses on the delivery of an excellent student experience. Students of the School have won prestigious awards including, for example, the Scottish Association of Social Workers student of the year award and the Royal College of Nursing Student
Nurse of the Year Award in Northern Ireland.

Teaching
The University has been developing and delivering supported open learning in the field of health and social care for over 40 years. Our materials are highly respected and we have become one of the largest providers of educational opportunities and learning solutions in this sector. Our practice-focused curriculum and emphasis on meeting the need of the health, social work and social care workforce, makes us very different from other, more traditional academic units. The School:

- Supports a large student population of approximately 11,000
- Offers a diverse range of open modules and qualifications in the field of health and social care that are relevant to practice and the work place
- Is the UK’s largest provider of part-time social work training
- Has a unique pre-registration nursing programme which offers a work-based qualifying route for healthcare support workers across the UK
- Works in partnership with employers to provide learning programmes that meet their changing needs. Over 50% of its students are currently sponsored by employers, mainly in the NHS, social services and the voluntary sector
- Has a research community committed to promoting the synergy between research/scholarship and learning and teaching
- Is strongly committed to the principles and practice of equality, diversity, widening participation and to the pursuit of social justice.

The School develops open and distance learning materials for multi-disciplinary and multi-professional use, qualifying and post-qualifying routes, and vocational training. Modules and study materials cover a wide range of subject areas including social work; nursing; community care; working with children, young people and families; youth justice and law; public health; care management; mental health; dementia care and end-of-life care; communication in health; and mentorship and leadership.

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 Roger Davis, Associate Head of School, Nations and Regions on +44(0)131 549 7917 or email: Roger.Davis@open.ac.uk.

If you have any questions regarding the application process please contact resourcing-hub@open.ac.uk. For information on how to apply for general vacancies please see: http://www.open.ac.uk/about/employment/how-apply-general-vacancies
7. The application process and where to send completed applications

How to Apply:

In order to apply for this post, please complete the application form and provide a covering letter. **Please note if you do not provide all of this information, your application may not be considered.**

1. **Complete the short application form**
   The form has been designed to give the information needed at this initial stage.

2. **Covering letter up to 2000 words**
   Write a covering letter indicating why you are interested in this post and how you believe your knowledge, experience and skills meet the person specification (see Section 3).
   In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.
   Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.

3. **Curriculum Vitae (CV)**
   Please enclose an up-to-date CV with your application for employment detailing your previous roles and duties.
   Decisions about shortlisting will be based solely on the information you provide on your CV and covering letter.

Please ensure that your application reaches the University by: 12.00 noon on 6 June 2019
Applications received after the closing date will not be accepted.

E-mail your application to: Your completed application should be returned electronically to Resourcing-Hub@open.ac.uk (quoting Ref No. 15981)

8. Selection process and date of interview

The selection process for this post will be: A formal interview and pre-interview task

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.