### 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>16109</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor in Physical Sciences</td>
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<tr>
<td>Reports to:</td>
<td>Head of School</td>
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<tr>
<td>Salary:</td>
<td>£33,199 to £48,677</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade</td>
<td>AC2 or AC3</td>
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<tr>
<td>Duration of post:</td>
<td>2 years</td>
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<tr>
<td>Working hours:</td>
<td>In the range to 29.6 to 37 hours per week (80% of full-time to full-time)</td>
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<tr>
<td>Location:</td>
<td>Milton Keynes or Home Worker</td>
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<tr>
<td>Closing date:</td>
<td>Noon 30th May 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Short</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Resourcing-hub@open.ac.uk">Resourcing-hub@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

For this particular Staff Tutor appointment, the post holder will have a background in physics or a closely related discipline. They will be responsible for the management of a significant number Associate Lecturers, working mainly on physical and/or interdisciplinary science modules, distributed across the UK and Republic of Ireland. In addition, they will contribute to the production and/or delivery of distance teaching in the Open University's physics and astronomy curriculum and/or Stage 1 interdisciplinary STEM or mathematics.

The post-holder will have the choice of being office-based and located on campus in Milton Keynes, or home-based.

A standard part of the role will involve working as part a distributed team with: other Staff Tutors (particularly those within the Physical Science and wider STEM sub-teams); learner support staff, administrative, secretarial and clerical staff based in the Manchester office (responsible for the undergraduate and postgraduate science student support team); and academic-support staff based in Milton Keynes.

Candidates should bring an imaginative approach to the general challenge of presenting science modules and qualifications to a wide range of students from different backgrounds. Clear communication on academic, strategic and organisational matters is important, as a considerable proportion of the work of a Staff Tutor involves written, telephone and email contact with students, Associate Lecturers, other University staff and external stakeholders interested in and directly involved with the higher education agenda.

Main Duties

The post holder is expected to:

1. Administration and Management
   a) Recruit and appointment Associate Lecturers, and carry out their induction and ongoing development;
   b) Manage, supervise and support Associate Lecturers (This includes: provision of academic advice on the delivery of module content and appropriate online and distance teaching methods; monitoring teaching activities undertaken by STEM Associate Lecturers);
   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 STEM 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 implementation of a high quality and successful curriculum;
   f) Work with Staff Tutors, other academic and academic-related colleagues in the support of School and Faculty objectives.

3. Scholarship and enterprise
   a) Undertake a self-directed programme of collaborative scholarship in a field that will contribute to the School and Faculty strategic objectives;
   b) Undertake professional development as an academic educator and researcher.

4. Outreach and public engagement
   a) Promote the study of science modules and qualifications, particularly in respect of under-represented groups;
   b) Contribute to the STEM outreach activities of the Faculty;
c) Participate in the national and international science community and learned societies;
d) Enhance the reputation of the School, Faculty and wider University through scientific meetings and other activities.

5. Other responsibilities
a) Comply with the University’s Health and Safety and Equal Opportunities 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 (E = Essential/ D = Desirable)

Education, qualifications and training
- A minimum of an undergraduate degree or equivalent qualification in a relevant discipline area
- Some post-graduate study experience in a relevant discipline area, or equivalent experience.

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 who tutor them
- Experience of teaching at further or higher education level in physics or a closely related area
- Knowledge of and some experience of dealing with issues associated with the external science, STEM and employability agendas at Higher Education levels
- Ability to work collaboratively with others in an interdisciplinary context for teaching or research
- An understanding and experience of dealing with issues of access, retention and equality and diversity in the context of higher education
- Experience of staff selection and performance management
- Experience of delivering staff development
- Experience in the use of ICT in an educational context

Desirable:
- Higher Education 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
- 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 scientific 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 flexibility (e.g. work some evenings and weekends)
• Possession of a valid driving licence and personal use of a car, or alternative personal means of transport
• 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 Physical Sciences 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, with regular meetings held via online conferencing and at the University campus in Milton Keynes.

The working base will either be Milton Keynes or home-based; if home-based the successful candidate will need to be willing and able to travel occasionally to in Milton Keynes and elsewhere in the UK.

5. About the unit/department

Faculty of Science, Technology, Engineering & Mathematics
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 in the University, 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

**School of Physical Sciences**

The School of Physical Sciences is a lively and innovative community of approximately 90 academic and research staff and 70 PhD students, mostly based in Milton Keynes.

Our curriculum is supported by associate lecturer staff based all over the UK and Ireland; physics, astronomy and planetary sciences undergraduate modules are currently being studied by hundreds of students all over the world and we also contribute to introductory and interdisciplinary science modules which are studied by several thousand students each year.

School members contribute to the Open University's teaching on a large range of modules and we have been at the forefront of many innovations in distance education, including the award winning OpenSTEM Labs that feature the OpenScience Laboratory and the OpenScience Observatories. Our commitment to equality and diversity has been recognised by the award of “Juno Champion” status by the Institute of Physics and an Athena SWAN Silver Award.

We currently offer undergraduate qualifications in Natural Sciences, with an astronomy and planetary science pathway. We are in the process of refreshing the curriculum, both at intermediate level and at Stage 3. We expect to offer a BSc in Physics in the near future and aspire to offer an integrated MPhys, including physics, astronomy, planetary and Space science. At postgraduate level we offer an MSc in Space Science and Technology.

Our research covers a wide range of subjects, broadly aligned with the research disciplines of:
- Astronomy
- Physics
- Planetary and Space Sciences
- Space Instrumentation
- Physics Education

We have an unparalleled suite of analytical instrumentation in our modern laboratories on campus; this is complemented by our regular use of multi-national facilities such as the Diamond synchrotron and ESO’s telescopes. We have contributed to well-known space missions such as the Rosetta Mission, and have developed some of our spaceflight instrumentation for medical and environmental applications. Key areas where School staff have national or international leadership in Physics Education Research including remote and virtual experimentation, concept inventories, interactive online assessment, and demographic differences in achievement.
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 Dr Victoria Nicholas +44(0)191 202 6936 or email Victoria.nicholas@open.ac.uk or Professor Sally Jordan +44 (0)1908 332018 or email: STEM-SPS-HOS@open.ac.uk

If you have any questions regarding the application process, please contact resourcing-hub@open.ac.uk

7. The application process and where to send completed applications

| Your application should contain: | 1. A completed short application form  
2. Covering letter which explains how you demonstrate each point in the person specification  
3. CV which includes details of academic qualifications and teaching, research and management experience |
|---|---|

Please ensure that your application reaches the University by: Noon on 30th May 2019

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

8. Selection process and date of interview

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<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Dr Victoria Nicholas, Associate Dean (Four Nations and Tuition Delivery, Faculty of STEM)</th>
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| The other members of the interview panel will include: | Professor Sally Jordan, Head of School of Physical Sciences  
Laura Alexander, Lead Staff Tutor, School of Physical Sciences |
| The interviews will take place on: | 18th June 2019 |
| The selection process for this post will include | 1. A short, specified teaching activity to be completed before the interview date;  
2. An activities-based task to be completed on the day, directly related to the role and person specification.  
3. A formal interview |

You will be asked to discuss task 2 above with a small panel prior to the formal interview.

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.