Job Description – Qualifications Manager

Reports to: Programme Manager  
Grade 7  
Full time, based in Milton Keynes  
Fixed Term Contract Until: 30 September 2021

Key Responsibilities

Curriculum Development and Delivery
(a) Project manage the development, production and updating of module materials in conjunction with academic and professional support staff including business case preparation, project set up, scheduling, resource management and reporting.

(b) Project manage the regular maintenance and presentation of modules allocated, in conjunction with academic and professional support staff including operational planning, scheduling, and resource management and reporting.

(c) Maintain accurate records for allocated modules using University systems and provide data and reports as required.

(d) Ensure effective communication of information to students, academics and professional support staff to support the allocated modules and qualifications.

(e) Provide information and other support to facilitate the effective management of the ordering and stock of module materials in liaison with the relevant professional support staff.

Curriculum Governance Support
(a) Ensure allocated modules are within and meet OU and faculty policy and procedures including the implementation of any new or changed requirements, advising and working with academic and professional support staff as required.

(b) Provide data, reports and information as required to support University, faculty or external quality assurance requirements.

(c) Act as committee secretary/administrator to quality assurance or assessment governance bodies as required in supporting the academic chairperson, including organisation of meeting, preparing the agenda and taking minutes.
**Line Management**
(a) Line manage secretarial and clerical support staff allocated to modules under their responsibility as required including recruitment, induction, training, supervision, workload planning and performance management.

**Resource Management**
(a) Manage the resource budgets for allocated modules, working with the academic team and professional support staff to forecast, monitor and manage resource use to agreed targets and outcomes providing reports and data as required.

**Other Duties**
(a) Participate in appropriate self-development activities.
(b) Undertake other duties as specified and agreed with line manager or Head of Curriculum Management.

**Skills and Experience**

**Essential**
- A first degree in any subject, or equivalent background education, or work experience at a comparable level.
- ECDL or equivalent IT skills, a commitment to developing existing IT skills and a willingness to learn about IT systems specific to module management.
- Directly relevant work experience that demonstrates transferable skills such as in an administrative or managerial role.
- Relevant project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands.
- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure.
- Ability to contribute to and manage staff within strategic frameworks for curriculum development, learning design and assessment; anticipate and analyse problems, propose workable solutions, manage and resolve conflict.
- Excellent oral and written communication skills, including the ability to interpret policy and disseminate information effectively to a wide range of audiences.
- Effective team-working and interpersonal skills, including the ability to work pro-actively and independently, to work flexibly across boundaries and to demonstrate commitment to Diversity principles and practice.
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment.
- Commitment to equal opportunities policies and practices

**Desirable**
- Experience in an educational environment.
- Experience of working in a changing environment.
- Experience of budgeting and budget monitoring.
- Awareness of external factors affecting the OU.