Job Description – Manager, Associate Lecturer Services – Academic Services

About the role
The role is based in Milton Keynes, to support the Associate Lecturer Services for Academic Services at The Open University.
You will work closely with the Faculty of Arts and Social Sciences (FASS) to manage activities and support Associate Lecturers.

Key responsibilities

• To manage an AL Services Team based in Milton Keynes for the Faculty of Arts and Social Sciences (FASS).
• To manage processes for the recruitment, selection, appointment, ongoing employment and payment of Associate Lecturers in accordance with University policy.
• To manage appointment planning and Tutor Student allocation and tutorial timetabling processes.
• Ensure the provision of support to FASS faculty staff across the UK on issues relating to Associate Lecturer employment and student support.
• Working with the Student Recruitment and Support Centres (SRSC) for FASS on issues relating to Associate Lecturer employment and student support.
• Working with the Student Support Teams to deliver efficient, effective and consistent services for Associate Lecturers in support of students.
• Providing complex management information for a range of purposes.
• Working with AL Services teams across Regions and Nations to implement system and procedural changes and share best practice.

Skills and Experience

• A first degree or equivalent qualification or equivalent skills and experience gained in a management environment.
• A demonstrable commitment to continuing personal and professional development.
• Experience of planning and managing complex operational activities.
• Knowledge of and commitment to equality and diversity policy and practice.
• Excellent interpersonal and communication skills and the ability to convey complex information to a range of audiences and deal with problems tactfully.
• Proven negotiating and influencing skills
• Proven ability to manage and develop staff, including leading and managing change
• Excellent planning and organisational skills.
• Ability to use initiative and deal with non-standard issues.
• Ability to work under pressure and manage a team to meet institutional milestones and deadlines.
• Confident ICT Skills including a high level of competence of Microsoft Word, Excel and Outlook.
• Proven ability to interpret and use management information.

Role specific requirements e.g. Shift working
Willingness to work unsocial hours occasionally and to travel regularly to other University locations

This is not intended as an exhaustive list of duties or a restrictive definition of the role but rather should read as a guide to the main priorities and typical areas of activity of the role-holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the role holder