Job Description – Nation Manager, Scotland and Staff Tutor (18094)

About the Role

We are seeking to appoint a Nation Manager and Staff Tutor in the School of Health, Wellbeing and Social Care (HWSC) to provide leadership and management of a dispersed team of academic and academic related staff in conjunction with the Associate Head of School (Nations). This is a strategic role. The post holder would be expected to engage with the School Senior Management Teams, actively contribute to the School Operational Plan alongside Staff Tutor duties.

Key Responsibilities

The main responsibilities for the postholder includes management and leadership of all discipline areas of the School within a Nation context, academic development of staff, business and future growth, external engagement with employers, commissioners and policy makers relevant to the Nation and in liaison with the relevant Associate Head of School.

In more detail:

1. Selection, recruitment, induction, development and performance management of staff:

- Agreeing and monitoring objectives for team members which align with School, priorities;
- Identifying staff development needs in conjunction with individual staff and supporting them to achieve their goals;
- Making recommendations and submitting cases for promotion, merit awards and other discretionary awards;
- Working with team members to ensure workload norms are consistently applied for an appropriate workload balance;
- Planning the implementation and monitoring of actions arising from the recommendations of an occupational health referral;
- Assuming primary responsibility for the management of all formal performance-related processes associated with the work of staff in the nations for which they are responsible;
- Liaising with People Services, Academic Services and School Senior Management, as appropriate, regarding issues, concerns and opportunities relating to staff in their group;
- Informing and, where necessary, seeking advice from the Associate Head of School and the Faculty HR Business Partner on performance management issues;
- Preparing business cases for new posts, extensions to fixed term contracts and agile working requests;
- Chairing or contributing to interview panels for recruitment and selection of new staff.
2. **Workload planning and review in accordance with School and/or Faculty policy and guidance:**

   - Work with the team to ensure that all individuals are able to take their full allocation of annual leave, ensuring that the operational demands of the service are not compromised;
   - Agree study leave according to Research and Scholarship plans, monitoring annual and sickness leave (and where appropriate, research leave);
   - Work with academic members of the team to actively promote the appropriate use of individual study leave entitlement in accordance with School priorities;
   - Work with the Associate Head of School and School Senior Management Team to ensure that up to a maximum of 20% of the staff tutor role relating to central contribution is monitored, and that any concerns in respect of such activity are addressed;
   - Ensure that CDSA and AWM are completed in a timely manner and in accordance with HWSC guidelines.

3. **Lead, encourage and support their HWSC team to:**

   - Ensure that regional meetings are convened regularly and encourage full participation of team members;
   - Ensure that individual and team objectives are set and reviewed annually, in line with the WELS Business Plan and School Operational Plan, and that they are reflected in individual CDSAs and AWM reporting;
   - Promote integrated team working and ensure equitable distribution of workload in accordance with the needs of the School.

4. **Associate Lecturer (AL) oversight:**

   - Ensure that AL CDSA is carried out in a timely way and that the School fulfils its commitments in this respect;
   - Support and advise team members on the recruitment, selection and performance management of ALs.

5. **Collaboration:**

   - Enable effective communication and collaboration between Nation Managers and the Associate Head of School and other members of Senior Management Teams as required;
   - Work in partnership with staff tutor colleagues, other Nation Managers and the Associate Head of School to promote innovation and efficient working practices;
   - Proactively work with other colleagues in the School, Faculty and regions to ensure that School, Faculty and University wide developments, including the student support are thoroughly embedded in local practice;
   - ensure colleagues actively engage in promoting the business of the School through employer engagement and identification of new areas of business.

6. **Own development:**

   - Attend management meetings and development events as offered.

**Skills and experience**
Essential:

- Master’s degree or equivalent in a field related to Health and Social Care (HSC)
- PhD or equivalent management and leadership experience related to increasing the pursuit of knowledge in HSC.
- For applicants who hold a professional qualification in HSC, registration with the appropriate regulatory body.
- An understanding of policy and practice issues across the Health and Social care field from a UK perspective.
- Ability to work effectively, flexibly and collaboratively with others; being reflective and self-critical of personal contributions.
- Proven leadership and influencing skills required to lead a team and implement large scale change in a distributed setting when required.
- Knowledge of the educational requirements for working in health and social care and an understanding of the issues related to the provision of educational opportunities, including nursing, social work, non-medical prescribing and advanced clinical practice.
- An ability to work co-operatively in teams and to promote effective team working.
- Excellent organisational, analytical and problem-solving skills.
- An ability to use IT for communication purposes and to prepare, access and use data in addition to being able to learn new systems.
- Excellent command of spoken and written English, with the capacity to communicate clearly and influentially with a range of stakeholders.
- An understanding of supported open and distance learning and an ability to write clearly and cogently for diverse audiences.
- Proven ability to plan and organise work to agreed deadlines, within resource constraints, and sometimes under pressure.
- Commitment to continuing personal development and updating in a relevant field of health and social care.
- Demonstrable commitment to equal opportunities and anti-oppressive practice in the Schools field of activity.
- Ability and willingness to travel for work purposes, and to live within the nation/locality area.
- Demonstrable energy and enthusiasm for promoting health and social care education at The Open University.
- A strong commitment to excellence in inclusive learning and teaching for a diverse student population.
• A strong record of research and/or knowledge exchange that is commensurate to the position.
• Ability to support Equality, Diversity and Inclusion objectives through the role.

Desirable:

• A post graduate teaching qualification.
• HEA or equivalent accreditation.
• Record of publications in a relevant area of HSC practice.

If you would like further details about the role before making an application then please email your query through to Resourcing-Hub@open.ac.uk quoting the reference number and job title or contact Maureen Pittam 01908 652971.

The Open University is an Institution that strives to create an academic climate in which diversity is embraced by maintaining and respecting the dignity, respect and civility of individuals from all backgrounds, identities, cultures and experiences. The programmes in the Faculty of Wellbeing, Education, and Language Studies play an integral role in achieving the University’s widening participation and social justice mission. We strive to recruit, retain and develop the careers of a diverse pool of students and staff, and particularly encourage applications from all underrepresented groups.

Faculty of Wellbeing, Education and Language Studies

The Faculty works across a range of disciplines including education, childhood and youth, health and social care, youth work, social work, languages and applied linguistics, nursing, and sport and fitness; organised as three schools. We work proactively, taking an innovative approach to teaching and learning; develop collaborative and effective partnerships with employers and other institutions; and engage in cutting edge, action oriented and internationally recognised research.

The Faculty is based in Milton Keynes and in our national offices with our Student Support Team will be located in Nottingham. This role is based in our Edinburgh office. The majority of our 35,500 students are in the UK, but the Faculty also has students in the Republic of Ireland, Continental Western Europe and elsewhere in the world. The Faculty’s curriculum comprises programmes at undergraduate, Masters and doctoral levels.

The Open University in Scotland is an integral part of the Scottish higher education community and actively involved in the development of HE policy alongside the other 18 higher education institutions in Scotland. Since April 2000, the teaching of OU students resident in Scotland has been funded by the Scottish Funding Council. With over 18,000 students, Open University students can be found in virtually every postcode district and community in Scotland. Social justice and equality of opportunity are at the heart of everything the OU does and widening access to higher education is the ambition on which it was founded. The Open University is committed to extending opportunities for educational success to all who wish to realise their ambitions and fulfil their potential. The OU’s open access policy, flexible part-time delivery, its bridging programme with schools, college articulation agreements and geographical reach position us well as Scotland’s national widening access university. More than 20% of our undergraduate students have qualifications below standard university entrance level when they joined the OU, over 20%
have a declared disability and 19% are resident in the most deprived areas of Scotland (based on the Scottish Index of Multiple Deprivation).

With over 70% of our students in work while they study with us, The Open University in Scotland occupies a unique place in terms of developing the Scottish workforce. We work closely with employers, trades unions, public sector bodies, institutes, private, third sector and community organisations, universities, colleges and schools across the whole of Scotland.

160 academic, administrative and secretarial and clerical staff work from the OU's office in Edinburgh managing the University's business in Scotland. The OU in Scotland works in collaboration with colleagues across England, Wales and Northern Ireland and, in particular, with the Academic Services Unit in providing support to our students. More information can be obtained from The OU in Scotland website at www.open.ac.uk/scotland

Our three Schools are:

- Education, Childhood, Youth and Sport
- Health, Wellbeing and Social Care
- Languages and Applied Linguistics

**The 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 four distinct but inter-related areas of curriculum: Health and Social Care, Nursing, Non-Medical Prescribing and advanced practice 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.

Whilst most of the School’s curriculum is open to all, we currently offer two professional qualifications – a degree in Social Work and a degree in Nursing (adult or mental health) that are available to students who are sponsored and supported by their employers.

Research and scholarship

The School has a strong track record in applied health and social care research. We are funded by the Research Councils (ESRC and AHRC), the National Institute for Health Research and a wide range of trusts, charities and commercial organisations. In REF2014, 69% of our research submitted to UoA22 (Social Work and Social Policy) was judged to be world leading (4*) or internationally excellent (3*). 73% of our research was assessed as 4* or 3* for impact and 75% for research environment.

We continue to develop and invest in research and have a particular interest in:

• the role of innovative methodologies for health and social care research
• the study of normative/non-normative life-course trajectories, and the impact of these on experiences of health, care and wellbeing.

Our research is currently organised into five broad research themes: Ageing and later life; Children, young people, parenting and families; Death, dying and bereavement; Living with disability and long-term conditions; and Reproduction, sexualities and sexual health. Most of our staff work within, or across, these themes. Staff in the School are listed on the editorial boards or hold editorial responsibilities across more than 25 academic journals. The School is committed to making a difference to health and social care practice and works in partnership with research users in all of our activities. We have a lively postgraduate community on campus and a busy international research events calendar. The School is continuing to grow its enterprise and knowledge exchange activities through the development of long-term, strategic external partnerships and maximising the impact of our research through effective communication, supported by our busy events schedule.

Collaborations with the BBC

Over the past few years the School has been involved in a number of high quality popular broadcasts. These thought-provoking programmes reach millions of viewers and are developed in collaboration with academics in the School and the BBC. Recent examples include ‘Hospital’ an award winning series which explores the dilemmas and decision-making that unfolds in NHS hospitals; Drugsland a documentary series that takes a detailed look at the consumption, dealing, treatment and policing of illegal drugs; and A Time to Live a documentary which shares the stories of people who have managed to find the positives in their terminal prognosis and are determined to make the most of the time they have left.