Job Description – Senior Manager, PGCE Wales
Ref - 16511

Reports to: Director of PGCE (Wales)
Location: Cardiff (There will be some working across Wales which will require some travel and occasional overnight stays. There may also be travel to Milton Keynes on occasion.)
Grade G8
£41,526 - £49,553

About the role

This new role contributes to the delivery of the new post-graduate alternative route programme into teaching in Wales, through either a part-time or salaried route. The programme is delivered in partnership with Regional Consortia and Welsh Government. Key purposes of the role are:

To manage the internal resources, operations and administrative policy development for the PGCE Wales programme for the School of Education, Childhood, Youth and Sport and the OU in Wales—operating with autonomy and initiative to allow the PGCE Director to focus on the academic development and strategic management of the project.

To ensure that the programme is presented to students on time, to budget and to quality standards to design, set up and lead a team of administrative staff and processes supporting the qualification delivery and the students.

To manage reporting to the Partnership Committee, formed of members of OU staff, ITE leads from all Regional Consortia, Schools and other stakeholders including the Welsh Government, working alongside the PGCE Director.

To maintain and develop the relationships across the programme, including with staff working in the OU in Wales and at the OU campus in Milton Keynes, in Schools across Wales and with students.

Key responsibilities

- Act as the management link between the PGCE team in Wales and the rest of the OU in Wales team, the School of Education, Childhood, Youth and Sport, other areas of the Faculty, the University and external organisations, as required.
- Represent and support the PGCE team at meetings to ensure that Partnership Committee, University and Welsh Government requirements are met in relation to the student experience, quality assurance requirements, student retention and progression issues, accessibility and other related matters.
- Design set up and lead an administrative team in support of the PGCE qualification, students, staff and processes.
- Advise colleagues on regulatory and process matters related to the qualification; respond to complex enquiries referred from the Student Recruitment Support Centre or re-route to the appropriate area.
- Co-ordinate and quality check qualification and programme information for University publications and external audiences as required.
- Contribute to the development of effective practice and efficient procedures within qualification, School and Faculty processes, liaising with colleagues as appropriate.
Design, maintain and oversee regular student records management for the PGCE Wales qualification to be used by a range of stakeholders and form the basis of regular reporting to the Welsh Government.

Ensure that qualification information and documents are stored appropriately and securely for quality assurance and academic review purposes, following GDPR and best practice guidance.

Obtain and interpret data relevant to the programme and ensure that the data is communicated and acted upon.

Work alongside the PGCE academic team in Wales with the allocation of students to Curriculum Tutors and Practice Tutors.

Manage the procedures for criminal records checks for students and staff on the PGCE through the Disclosure and Barring Service.

Create the senior administrative link between Academic Services, academic colleagues, Regional Consortia and schools so that all relevant information for collaborative teaching provision is given and the registration process is completed effectively.

Take responsibility for the administration of arrangements for student induction and Day Schools.

Monitor the progress of formal complaints, working with appropriate colleagues to ensure their proper resolution.

Contribute to marketing and promotional activities for the PGCE programme.

Build links with colleagues supporting other professional programmes in the Faculty, maintaining good communications to facilitate working and the sharing of good practice across the OU in Wales and the Faculty.

**Financial management**

Establish, plan, manage and be accountable for relevant areas of the qualification budget and the programme budget in consultation with the Welsh Government.

**Supervisory or line management responsibilities**

Line manage a team of academic-related and/or support staff.

Provide leadership for the team of academic-related and support staff working on the programme in Wales and expert guidance for colleagues working in Milton Keynes.

**Other**

Perform other duties as agreed with your line manager.
Skills and experience

Essential:

- First degree, or equivalent higher education qualifications or experience.
- Experience of working in a change environment and of responding to new policies and procedures.
- Relevant experience of successful project management from specification through to completion, including identifying and managing risk.
- Experience of budget management with strong numeracy skills and an understanding of the principles of financial management.
- Experience in analysing and interpreting statistical data in order to inform decision-making.
- An understanding and empathy with working in a bilingual environment.
- Excellent oral and written communication skills, including the ability to interpret and apply policy and convey information effectively in written, numerical and oral form to a wide range of audiences.
- Excellent team-working and interpersonal skills, with the ability to lead and work co-operatively and responsively in a variety of team settings and remain highly effective under pressure.
- Ability to introduce and assimilate ideas for change, assess their feasibility and take responsibility for their implementation.

Desirable:

- The ability to communicate effectively with partners, stakeholders and students through the medium of Welsh.
- Professional or management qualifications and/or evidence of formal management training.
- Experience of distance learning, either as a student or teacher, using new media delivery such as virtual learning environments.