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

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<table>
<thead>
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<tbody>
<tr>
<td>Vacancy reference</td>
<td>15521</td>
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<tr>
<td>Job title:</td>
<td>Partnerships Coordinator x 3</td>
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<tr>
<td>Reports to:</td>
<td>Partnerships Manager</td>
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<tr>
<td>Salary:</td>
<td>£33,199 to £39,609</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic related</td>
</tr>
<tr>
<td>Grade</td>
<td>7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>The Open University in Wales, Cardiff</td>
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<tr>
<td>Closing date:</td>
<td>12 noon, Friday 4(^{th}) January 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Full</td>
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<tr>
<td>Number of referees required:</td>
<td>3</td>
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</table>
2. Summary of duties

The Partnerships Coordinator will support and develop a range of initiatives to enhance The Open University in Wales’ (OUiW) external engagement work, working with employers, regional partnerships, representative organisations, trade unions, further education colleges and community partners across the learning and skills-based landscape in Wales. The OUiW has ambitious plans to grow its work in this area, and you will play a key operational role, building on the OU’s reputation as the premier provider of high quality flexible and distance learning.

You will be expected to use your skills and expertise to develop activities with a range of existing and new external partners. You will be responsible for a portfolio, working with partners, assessing skills and future learning needs, which includes:

- Developing our partnerships with employers and trade unions, including innovative approaches to address skills and workforce development needs.
- Working with schools and further education colleges to develop learning pathways and opportunities for students to undertake OU study in familiar places.
- Working alongside community and third sector organisations to widen access to higher education and to work collaboratively in designing learning solutions.

You will also be expected to innovate and be creative, and to utilise the OU’s extensive curriculum and unique methods to service the needs of learners and organisations.

You will undertake evaluation work, ensuring our approaches to partnerships and our learning outcomes and impacts are based on a strong evidence base.

You will be employed on a regional basis, covering either South East, South West or North Wales, aligned to the skills and widening participation networks operating in these geographical areas. There are opportunities for homeworking for staff based in North and South West Wales, with an expectation that they would be present in the Cardiff office on a regular basis.

SPECIFIC RESPONSIBILITIES

External Engagement and Partnerships

- Support the strategic planning and implementation of the OUiW’s external engagement work, taking a central role in deepening and developing our work with external partners.

- Establish, develop and maintain positive relationships with external and internal partners to facilitate the development of appropriate, innovative and effective opportunities.

- Take responsibility for a portfolio of specific partner relationships and projects, and maintain appropriate processes including record keeping, reporting and generic project management.

- Contribute to the achievement of targets and outcomes associated with the OUiW business plan and other internal and external commitments.

- Contribute to evaluation activity, data collection and analysis, report writing and other dissemination activity.

- Identify opportunities to promote, publicise and share your successes, working closely with the Communications team.
• Contribute to the overview of budgets in your work area, including forecasting, monitoring and ensuring best value.

• Work alongside colleagues to identify appropriate funding opportunities and contribute to proposals to develop activities and outputs in your portfolio.

• Analyse relevant data and write and produce reports for internal and external audiences.

• Contribute to internal and external groups and committees as appropriate.

The role holder may be required to undertake any other duties reasonably required within the nature of the duties and responsibilities of the role, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

All staff are expected:

• To comply with the University’s Health and Safety and Equal Opportunities policies in the performance of your duties.

• To take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.

• To co-operate with The Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.

• To demonstrate a strong commitment to the principles and practice of equality and diversity.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Essential
• A degree or equivalent qualification.

Desirable
• A higher degree in a relevant subject.

Knowledge, work and other relevant experience

Essential:
• Experience of building sustainable and purposeful relationships for an organisation with a range of stakeholders and partners.

Essential:
• A track record of successfully managing multiple projects or workstreams in your previous or current employment, with examples of work that you have initiated that have made a difference/had impact.

Essential:
• Excellent communication skills, demonstrated in a professional environment with experience of writing for internal and external audiences and organising events, both online and face-to-face.
### Personal abilities and qualities

**Essential:**
- Excellent organisational abilities, particularly in relation to a diverse and demanding work portfolio.
- The ability to work on your own initiative, to make considered decisions and to work in an open and collegiate way.
- Excellent presentation skills e.g. presenting your work to internal colleagues and at external events.
- Well-developed interpersonal and communication skills.
- The ability to work as part of an outcomes-focused team.
- A growth mind-set where you are open to ideas and possibilities and can respond positively to challenges and setbacks.
- Resilient and adaptable to change.
- Excellent IT skills.
- A commitment to the ideals of the Open University, including equal opportunities and diversity issues.

**Desirable:**
- The ability to communicate through the medium of Welsh

#### 4. Role specific requirements e.g. Shift working

You will be expected to travel regularly around Wales and occasionally to other OU locations. A full driving licence and access to a vehicle will be essential.
There is an opportunity for homeworking for staff based in North and South West Wales, with an expectation that they would be present in the Cardiff office on a regular basis. Please express your geographical preference: South East, South West or North Wales.

5. About the Open University in Wales and the unit/department

THE OPEN UNIVERSITY IN WALES

The Open University in Wales is responsible for delivery of academic and support services to students and enquirers right across the country. It is funded through student fee income and by support from the Higher Education Funding Council for Wales and serves approximately 8,000 students.

Our Cardiff office is the base for more than 80 members of staff working for The Open University in different functions, including:

- The Director for Wales and deputies with overall responsibility for the leadership and oversight of the work of the Open University in Wales, including that delivered by faculty staff based in Wales;
- Academic staff, managers and coordinators from our Faculties and Schools, developing curriculum, supporting and co-ordinating teaching and ensuring that there is a Welsh perspective in the academic developments of the University;
- Our Student Recruitment and Support (Wales) team working to ensure the successful delivery of services and support to students across all activities;
- Staff engaged in external affairs, marketing, widening access and employer engagement, seeking to grow our collaboration agenda in Wales and tell our story to a wider public;
- The UK-wide Venue Management Team, which is responsible for venue procurement and management activities for all OU tutorials, examinations and ad hoc meetings in the UK and Continental Europe;
- Our team of Operations and Support staff, who make sure we run smoothly and effectively on a day-to-day basis.

The Open University is committed to sustaining a powerful and visible presence in Wales, working closely with other educational providers and organisations to offer high quality part-time higher education opportunities via distance learning. The University is focused on working with the Welsh Government and the Funding Council in meeting the economic, social and cultural needs of the Wales.

This is an exciting time to join the University, as it transforms its UK-wide operations, and refreshes its academic approach. Wales-based staff are involved in planning and organising large-scale operations, using technology to produce materials and information, and effectively managing resources to produce and deliver services to schedule. All staff are concerned with the maintenance and improvement of our high standards of support to individual students and have a strong customer service ethos.

The Open University in Wales is located at 18 Custom House Street, Cardiff. This is a five-minute walk from Cardiff Central train and bus stations. Given its city centre location there is no parking available but there are numerous car parks nearby. For further information on The Open University in Wales, and on the University, please see The Open University in Wales’ website at www.open.ac.uk/wales.

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 Lynnette
Thomas on 029 2167 4528 or email: lynnette.thomas@open.ac.uk.

If you have any questions regarding the application process please contact wales-recruitment@open.ac.uk.

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12 noon, Friday 4th January 2019</th>
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<tbody>
<tr>
<td>Email your application to:</td>
<td><a href="mailto:Wales-recruitment@open.ac.uk">Wales-recruitment@open.ac.uk</a></td>
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8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Lynnette Thomas, Deputy Director – Strategy and Development (Wales)</th>
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<tr>
<td>The other members of the interview panel will be:</td>
<td>To be confirmed</td>
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<tr>
<td>The interviews will take place on:</td>
<td>Middle of January 2019</td>
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<tr>
<td>The selection process for this post will include:</td>
<td>To be confirmed</td>
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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.