Job Description – Manager, PVC (Students) (Grade 7)

About the Role

- To manage projects or activities that deliver the aims of the office of the PVC (Students), in alignment with OU strategy.
- To propose and/or implement improvements to ongoing activities, in order to enhance the student experience.
- To coordinate resources and activities across the university to ensure delivery of the objectives of the office of the PVC (Students).
- To deliver and support effective communication and consultation with relevant stakeholders.

Key Responsibilities

Planning, managing and delivering services

- Plan and coordinate projects or activities, engaging with students as appropriate.
- Liaise and negotiate key stakeholders to ensure requirements are met.
- Draft reports on projects or activities and budgets.
- Gather lessons learned in order to recommend improvements, and disseminate as appropriate.

People Management

- Negotiate and liaise with key stakeholders appropriately to deliver the business or project outcomes to agreed performance and quality standards, deadlines and budgets.
- Deliver where appropriate, accountable performance management of staff (either as a direct line manager or a task manager) to ensure excellent performance and drive ongoing career and professional development, operating in line with current OU policies and procedures.
- Drive a positive approach in attitudes and behaviours in undertaking any other duties as appropriate.

Internal and external perspective

- Maintain an awareness of developments and initiatives in the University and beyond, relevant to their projects or activities, in order to inform activities and communicate relevant developments to appropriate audiences.
- Ensure that projects and activities are communicated to the relevant audiences using appropriate channels.
• Identify and work collaboratively with key stakeholders to improve and develop specific aspects of the projects or activities which contribute to the aims of the office of the PVC (Students).
• Investigate practice within the University to inform and improve operational processes.
• Provide secretariat support to relevant groups and committees.

**Strategic development**

• Contribute to the development of the office of the PVC Students, including the strategy, vision, business plans, policies and procedures.
• Identify and manage dependencies, risks and issues.
• Monitor and evaluate projects, activities or data to ensure that themes are identified, appropriate actions are taken and benefits are realised.
• Act as the first point of contact for the projects or activities.

**Skills and Experience**

• Educated to degree level or equivalent relevant experience.
• Ability to communicate and engage with stakeholders independently.
• Ability to work independently and make independent decisions consistent with key responsibilities.
• Ability to write reports, papers.
• Ability to work within and contribute within a team environment
• Broad and sound understanding of Project Management and Change Management principles and approaches (PM accreditation desirable or willingness to work towards).
• Broad understanding of the UK Higher Education environment and factors.