Job Description – Curriculum Manager

The Role

Modules are the University’s core business and the curriculum manager role is therefore a key one. Within the Faculty of Arts and Social Sciences, the Curriculum Manager delivers effective project management of the planning, development, production and presentation of modules. The Curriculum Manager is the key point of liaison between the module team, the rest of the University and others external to the University.

Key responsibilities

The responsibilities listed below are those that are key to the role: this is not an exhaustive list of all the activities that the role holder will be required to undertake.

Working closely with academic and professional staff in the Faculty, the role holder will be responsible for:

- providing advice to the module team chair and module team on the Faculty and institutional frameworks within which module development and presentation take place. In partnership with the module team chair, ensure that action is taken at module level to implement these requirements.
- managing the development, production and updating of study material and activities, ensuring that the projects proceed to schedule, specification and within the allocated resources
- acting as the main administrative link between module teams and other areas of the University and external organisations
- representing module teams at meetings and ensures that Faculty and University requirements are followed in relation to module presentation and production activities
- negotiating production and presentation schedules and monitoring these schedules as required
- keeping the Faculty’s senior management informed of project progress and carry out such action at the module level as may be requested by the Faculty’s management
- in liaison with module teams, and negotiating with other parts of the University as necessary, prepare resource bids and costings on behalf of module teams
- advising module teams of University and Faculty policy and approval processes on a wide variety of module related issues and ensure procedures are adhered to
- other duties as agreed with the Head of Curriculum Delivery.
Person Specification

Skills and experience

Essential

- Higher education qualification or equivalent vocational experience.
- The ability to plan, schedule and manage multiple priorities and deadlines and to remain calm under pressure.
- Good communication: communicates with clarity, confidence and gravitas at all levels; adapts style and content to the needs of the audience.
- Excellent interpersonal and negotiating skills and the ability to influence others over whom there is no formal authority to take particular courses of action.
- Use and application of IT in an operational or academic context and a commitment to developing existing skills. For example, Excel, Word, Databases and the Web.
- Knowledge of issues relevant to Higher Education
- Ability to interpret policy and procedures and to disseminate information
- Ability to anticipate and analyse problems and bring forward workable solutions
- Ability to work co-operatively and effectively in a variety of team environments and evidence of the ability to influence and motivate teams
- Ability to introduce and assimilate ideas for change, assess their feasibility and take responsibility for their implementation.
- A commitment to personal development, be receptive to feedback and be self-reflective
- Commitment to the ideas of the Open University including principles of improving diversity and equal opportunity.

Desirable

- Degree in an Arts or Social Sciences subject area
- Interest in either a professional or personal level in one or more of the subject areas presented in the Faculty of Arts & Social Sciences curriculum