Job Description – Manager (Production, Presentation, Planning)

About the Role

This role will be a pivotal member of the Curriculum Strategy and Governance team, contributing to the planning and monitoring of module presentation and production within STEM. You will support the Faculty’s planning and resourcing of its modules in production and presentation by providing effective input and support to module teams from the earliest planning stages of module development to general production and distribution matters. You will support, monitor and drive continuous improvement in the Faculty’s systems, structures, processes and supply management information relevant to the STEM curriculum.

Key Responsibilities

This is a list of key responsibilities and is not meant to be exhaustive.

Project management

- To work with the Deanery Curriculum team on behalf of the Senior Manager (Production, Presentation, Planning) to play a pivotal role in the operational management of module production and planning within the Faculty, at both module and qualification level. To include supporting Learning and Discovery Services (LDS) and module teams in the development of the module material and specifications across all media; the scheduling of production and, in conjunction with LDS managers, the resolution of possible conflict internal and external to Module Teams in terms of resource planning and allocation.
- To be responsible for the provision of accurate and timely management information to Faculty senior management and to carry out risk assessments on Faculty factors in the production of specific modules as required.
- To ensure the effective input, maintenance and upkeep of core processes and databases including the PLANET system.
- To enable module teams to provide value for money by continually reassessing the production process and the design, development and delivery of learning media products to specified schedule, budget and quality.

Liaison

- To work collaboratively with Module Teams to ensure that students and tutors receive module materials that are fit for purpose in time for the scheduled use dates in an accurate and cost-effective manner in accordance with the module specification.
- To participate in the STEM:LDS liaison meeting (monthly), following up actions as appropriate and to represent STEM at the Presentation and Production Administrators meeting, which includes PLANET Administrators from all CAUs.
• To liaise with LDS and Warehouse colleagues, assuring optimal stock levels and timely mailings are achieved.

Policy and procedures
• Support the development of the Faculty’s strategic production policy working with Senior Managers in LDS and the Faculty. To contribute to University developments in module production, representing the Faculty’s view and supporting the effective adoption of University-wide systems within the Faculty.

Budget management
• To be involved in budget setting and preparing of quarterly forecasts for curriculum budgets, monitor expenditure relative to activity plans, and have an overview of the outturn in relation to these forecasts.

Other duties
• To support, train and develop the S&C staff in the team, as necessary.
• To undertake other duties for STEM appropriate to the role that may be assigned from time to time by the Senior Manager: Production, Presentation & Planning or the Head of Curriculum Strategy and Governance.
• Engage with appropriate staff development activities.

Person Specification

Education, qualifications and training

Essential
• A first degree in any subject, or equivalent background education, or work experience at a comparable level.
• Excellent ICT skills, including use of Microsoft Office, Project and SharePoint or equivalent software. A willingness to learn about IT systems specific to curriculum management.

Desirable
• A Project Management qualification.

Knowledge work and other relevant experiences

Essential
• Excellent communication skills, including the ability to interpret and convey information effectively in written and oral form, to persuade and influence others in a constructive way and to negotiate and prioritise activity.
• Directly relevant work experience that demonstrates transferable skills such as in an administrative or managerial role with strong evidence of an ability to effectively manage data and prioritise effectively.
• Experience of managing or having the ability to manage a project to completion, including: specification, planning and scheduling, control of workflow, quality management, resource management, administration, and prioritising conflicting demands.
• Experience of working in a changing environment, and a keenness to proactively initiate change and work with new policies and procedures.

Desirable
• A Project Management qualification.
• Experience of working in Curriculum Support and/or in the STEM Faculty
• Experience of budgeting and budgetary management.

Personal abilities and qualities

Essential

• Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints, whilst remaining effective under pressure.
• Ability to anticipate risks, analyse problems, propose timely and workable solutions, manage and resolve conflict.
• Effective team-working and interpersonal skills, including the ability to work pro-actively and independently, experience of building good relationships, and managing, organising and coordinating others to work flexibly and responsively across boundaries.
• Excellent attention to detail in both language and data.
• Commitment to the equal opportunities, policies and practices.
• Ability to adapt to a new role and to new working practices effectively and efficiently.

Desirable

• Awareness of important issues in the higher education sector and a familiarity with the role and scope of the Open University in the UK’s HE system.
• Appreciation of the role of different media to support learning and teaching.
• Ability to be self-critical and reflective in relation to own role and work, and to learn from experience; the ability to operate with integrity, accountability and commitment.