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

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14559</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Digital Health Industrial Strategy Academic Support Manager</td>
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<tr>
<td>Reports to:</td>
<td>C&amp;C Digital Health Lead</td>
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<tr>
<td>Salary:</td>
<td>£32,548 - £38,833</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade</td>
<td>7</td>
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<tr>
<td>Duration of post:</td>
<td>Temporary contract for 18 months</td>
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<tr>
<td>Working hours:</td>
<td>Full Time</td>
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<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
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<td>Closing date:</td>
<td>Noon on 20 June 2018</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Short</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Rekha Ramesh</td>
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2. Summary of duties

Overall Purpose
This position involves helping academics identify and exploit appropriate funding opportunities related to the Government’s industrial strategy for digital health as well as facilitating industrial and NHS contacts for existing and prospective projects.

Existing Related Projects (School of Computing & Communications)
STRETCH: Socio-Technical Resilience for Enhancing Targeted Community Healthcare (www.stretchproject.org)
£1M EPSRC funded project to help older adults live longer in their own homes with smart home technology (PI: Prof Blaine Price)

SAUSE: Secure, Adaptive, Usable Software Engineering
£1.3M 5 year EPSRC Platform Grant supporting research across domain areas including Health & Wellbeing (PI: Prof Bashar Nuseibeh)

Activity, Pain, and Analgesic Monitoring after Knee Replacement Surgery (with Milton Keynes University Hospital)
(PI: Prof Blaine Price)

Wearable Activity Trackers for Older Adults – funded by Sir Halley Stewart Trust and ESRC
(PI: Prof Shailey Minocha)

Gait Rehabilitation using Haptic Cueing - funded by philanthropic donations
(PI: Dr Simon Holland)

Main Duties
• To undertake an in-depth research of sector trends and opportunities relating to the Government’s Industrial Strategy and ISCF Opportunities in the Digital Health Area, analyse opportunities and challenges and compile evidence base to support high quality bids to the ISCF and other Industrial Strategy national initiatives. You will take responsibility for reviewing any delegated Knowledge Exchange and Enterprise bids.

• Work closely with colleagues across STEM, WELs, H&W Priority research area and RAS, to proactively support the development of partnerships and consortia with industry and other key stakeholders. To ensure that the OU is seen as a partner of choice by building proactive relationships at the institutional level with potential external industrial partners and collaborators. The post-holder will develop strategic relationships and engage with external and internal networks to gain insight and share intelligence on current and future Industrial Strategy Challenge Fund (ISCF) calls and other national funding schemes that offer the greatest opportunity for the University. Working collaboratively with members of the research team to produce a series of high quality academic publications and to disseminate the results to user groups

• To develop, implement and monitor the Faculty plan for use of HEIF funding to support ISCF and other national initiatives. This will include investment in a small number of priority areas across the Faculty where the University has strengths that map to Industrial Strategy opportunities. This will require close collaboration with Faculty and RAS colleagues (including academic leads appointed in priority areas) and ensuring that relevant coordination and support mechanisms are in place to support a timely and proactive engagement with the ISCF and other Industrial Strategy initiatives and funding calls.

• To promote internally and externally the benefits for engaging in the ISCF and other Industrial Strategy initiatives and funding opportunities. To work with senior colleagues in the Enterprise Support Team in developing relationships with UK Research and Innovation (UKRI) and regional representatives of the ISCF and other national initiative schemes. Organize and present at promotional events and give presentations to business, and academic colleagues to promote the opportunities available through partnership development. This will include the preparation of case studies, news items and other promotional material.

• Take the STEM Faculty Lead in conjunction with the academic lead for particular bids to coordinate bid preparation activities relating to ICSF and other Industrial Strategy initiatives including project management
of bid preparation, convening review meetings, reviewing and writing the case for support, costing and pricing bids, managing bids through the internal approval processes and ensuring timely submission to funding agencies.

- Contribute to developing and delivering training and information workshops for academics and support staff on topics such as: partnership development, consortia development and agile engagement with industrial partners and ISCF and other UKRI and Industrial Strategy funding schemes.
- Liaise and collaborate closely with colleagues in RAS on all aspects of research and knowledge exchange data/information – to ensure the quality of data provided and to develop/enhance existing data/information systems.
- Take responsibility for the provision, dissemination and communication of both regular and ad hoc (i.e. specially commissioned) research and knowledge exchange management information to a range of internal stakeholder groups.
- Develop and maintain an awareness of the evolving Research & Innovation funding landscape relevant to the Digital Health research area to establish and sustain co-operative working relationships as appropriate with academics and research managers/administrators and other stakeholders across the University.
- Provide support to other activities as required within the School and the Faculty and, as workload and scheduling permits, elsewhere in the related research focus areas and in collaboration with RAS.
- Help with the administrative procedures as needed, in particular with respect to ethical approvals and NHS paperwork.

**All Staff are expected to:**
- Undertake any other duties which may reasonably be required
- Take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by your acts or omissions at work
- To demonstrate a strong commitment to the principles and practice of equality and diversity.

### 3. Person specification

#### Requirements  (E = Essential/ D = Desirable)

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<tr>
<th>Education, qualifications and training</th>
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<tbody>
<tr>
<td><strong>Essential:</strong></td>
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<tr>
<td>- First degree or equivalent in any subject</td>
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<tr>
<td><strong>Desirable:</strong></td>
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<tr>
<td>- Higher Degree</td>
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<table>
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<tr>
<th>Knowledge, work and other relevant experience</th>
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<td><strong>Essential:</strong></td>
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<td>- Experience of relationship management engaging with a variety of stakeholders in enterprise and knowledge exchange activities.</td>
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<td>- Relevant experience in information management including the collection, manipulation and analysis of data and the use and maintenance of budgets to provide management information.</td>
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<td>- Practical experience of supporting and coordinating the submission of proposals to research and development or knowledge exchange schemes and the management of resulting projects.</td>
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- A proven track record as a highly effective project manager able to manage multiple projects simultaneously.

**Desirable:**
- Experience of interfacing with commercial organisations, government agencies and funding bodies
- Experience of managing and submitting proposals to enterprise funding schemes where industry take the lead
- Knowledge of Innovate UK, RCUK, KTP, and other funding applications and management process.

### Skills, capabilities and qualities

**Essential:**
- Strong communication and interpersonal skills – comfortable communicating in a variety of settings and contexts and on different levels, possessing in particular the ability to present and explain information clearly – both one-to-one and one-to-many.
- Ability to work collaboratively and establish effective working relationships with internal and external stakeholders, with a demonstrable motivation and interest in enterprise and knowledge exchange activities
- Ability to initiate, build or lead internal and external networks to influence events or decisions and develop collaboration opportunities
- A robust and flexible approach to work with the ability to thrive in an agile and changing environment.
- Project management skills

**Desirable:**
- Ability to understand and convey complex conceptual / scientific ideas or complex information clearly and concisely
- A willingness to challenge pre-conceptions and offer well-reasoned and considered alternatives to stakeholders at all levels

### Personal abilities and qualities

**Essential:**
- The ability to prioritise, plan, schedule effectively and manage a dynamic workload to meet internal and external deadlines and the necessary influencing skills to manage and negotiate the timely input of other people to ensure the delivery of set outcomes. Ability to work to tight deadlines: managing the acquisition and subsequent analysis and reporting of data to agreed timetables.
- Ability to work effectively and proactively both on own initiative and collaboratively as part of “the team”

**Desirable:**
- A willingness to develop new skills and the potential/desire to undertake further formal study

### Additional Requirements

**Essential:**
- Flexibility and the willingness to work outside normal office hours where necessary to meet ad hoc demands of the School
- Clear commitment to OU values and the OU mission, particularly embracing the implementation and integration of equality & diversity and other inclusive policies.
4. Role specific requirements e.g. Shift working

5. About the unit/department

The Open University
The Open University’s mission is to be open to people, places, methods and ideas. We promote educational opportunity and social justice by providing high quality university education to all who wish to realise their ambitions and fulfil their potential. Through academic research, pedagogic innovation and collaborative partnership we seek to be a world leader in the design, content and delivery of open supported learning.

Our Values
In achieving our vision, we remain committed to, and are guided by, the enduring Open University values of inclusivity, innovation and responsiveness.

Our Students
Most courses are available to students throughout Europe and some are available worldwide directly from the OU. Many more courses are available through partnerships and accredited institutions. There are currently around 3,500 students in the Republic of Ireland, 9,000 students elsewhere in Europe, 7,500 outside the European Union and another 46,000 students on OU-validated programmes.

- 76% of directly-registered OU students work full or part-time during their studies;
- 23% of OU UK undergraduates live in the 25% most deprived areas;
- 31% of new OU undergraduates are under 25;
- The OU is the largest provider of higher education for people with disabilities, educating 22,000 people with disabilities in 2015/16;
- Of the University’s student population starting undergraduate study, over one third had one A level or lower qualification and 3 per cent had no formal qualifications;
- Approximately 70 per cent of OU students are studying while in employment: thousands of people, who might not have been able to study because of work or family commitments, are able to study part-time with the OU.

Our Faculties
There are four academic faculties:

- Science, Technology, Engineering and Mathematics
- Well-being, Education and Language Studies
- Arts Social Science
- Business and Law

Faculty of Science, Technology, Engineering & Mathematics
The Faculty of Science, Technology, Engineering and Mathematics (STEM) is comprised:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration
"We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting nearly 19,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £17M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

**We are inclusive:**
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

**We are highly innovative:**
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

**We deliver significant social and economic impact:**
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK

**School of Computing & Communications**
The School of Computing and Communications has around 80 academic and research staff, and is home for a number of visiting researchers and full-time and part-time research students.

Our objectives are:
- Transforming students’ lives through innovative and dynamic teaching enriched by world-class research and scholarship.
- Developing graduates with technical, analytical and creative skills who meet the highest expectations of employers and who can make a difference in their workplaces.
- Leading and shaping the digital revolution through people-centred, inter-disciplinary, collaborative research and scholarship that transforms society.
- Looking outwards to engage with individuals and external bodies, sharing our knowledge and developing mutually beneficial partnerships, so together we can create a more technically and socially aware digital society.
- Being a vibrant, agile and inclusive academic community that promotes academic excellence in all areas of teaching, research and external engagement.

Our strong sense of collegiality and community continues to shape and direct the interdisciplinary approaches used throughout our work.
The School of Computing and Communications hold the Athena SWAN Bronze Award and is committed to transforming gender equality. One aspect of our success in this area is that the School has more female professors than male, which is unusual for the discipline.

We teach a comprehensive range of undergraduate and postgraduate qualifications. Our students are nearly all part-time and are studying at different rates. We have the equivalent of 4772 full-time students registered for our undergraduate BSc degree across the UK and Europe, mostly studying at home. We have also just launched a degree apprenticeship in Digital Technology Solutions, one of three apprenticeships forming a pilot across the University.

We pioneered an online Introduction to Cyber Security MOOC (http://bit.ly/1pMMKkh), hosted on Futurelearn, which has been studied by over 140,000 learners worldwide. We are currently developing a further six MOOCs in cyber security. We also have extensive Open Educational Resources hosted by OpenLearn, run a distance ‘boot camp’ in programming, and have a robotics lab funded by HEFCE which we are working to make accessible to students from their homes.

Our main research interests lie in the areas of security/privacy, software engineering, communication technology, human-computer interaction, ubiquitous computing, Computer Science education, technology enhanced learning, computational linguistics, the history of technology, and critical information studies. We aim for, and achieve, international excellence in research and teaching, leading on many projects including smart cities development. The OU’s Computing research performed strongly in the Research Excellence Framework (REF 2014) assessment, with 77% of outputs rated world-leading or internationally-excellent (up from 70% in 2008), and an excellent research environment (100% rated world-leading or internationally-excellent).

The Software Engineering and Design (SEAD) group (http://sead1.open.ac.uk) is the largest research group in the School and consists of a team of multidisciplinary researchers with a shared goal of making software more dependable, usable and useful with a particular interest in security and privacy. Group members have a track record of collaborative research in human-centred computing, which has translated into the development of techniques and tools that focus on a variety of stakeholders in the software development process, and the software artefacts these stakeholders design, build, and use. Current and recent large funded projects focus on secure software, healthcare and forensics. Current external funding is diverse and exceeds £7M with total funding in the last 7 years of over £15M.

Complementing this, members of the Technology and Education Research (TERG) group carry out practically-oriented research into: the use of technology for learning; the teaching and learning of technology. This research draws on the School’s strong record of teaching innovation, and the substantial expertise that we have established in online and distance learning. The increasing prevalence of eLearning, virtual learning environments and social approaches to learning mean that this work is central to current educational debates. Members have a strong record of publishing on educational technology and computing education. The TERG members have strong links with eSTeEM, the OU centre for STEM pedagogy (http://www.open.ac.uk/about/teaching-and-learning/esteem/). eSTeEM brings together academics in Science, Technology, Engineering and Mathematics (STEM) to promote innovation, scholarship and enterprise in open and distance learning. Much of eSTeEM’s work centres on the effective use of learning technologies at scale. The portfolio of projects includes work on innovative assessment, technologies for STEM learning, supporting students and STEM engagement. eSTeEM also works with universities and other agencies both within and outside the UK.

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 Prof Blaine Price on +44 (0)1908 653701 or email: B.A.Price@open.ac.uk.
If you have any questions regarding the application process please contact Rekha Ramesh on +44 (0)1908 659037 or email: STEM-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

| Your application should contain: | • Completed short application form  
|                                  | • Covering letter  
|                                  | • CV  |
| Please ensure that your application reaches the University by: | Noon on 20 June 2018  |
| E-mail your application to:      | STEM-Recruitment@open.ac.uk  |
| Or post it to Name/Job title:    | Rekha Ramesh, Staffing Adviser  |
| Department/Unit:                 | Deanery, Faculty of Science, Technology, Engineering & Mathematics  |
| Address:                        | The Open University, Walton Hall, Milton Keynes, MK7 6AA  |

8. Selection process and date of interview

| The interview panel will be chaired by: | Prof Blaine Price  |
| The other members of the interview panel will be: | Prof Janet van der Linden, Dr Jon Hall, Dr Malcolm Stokes  |
| The interviews will take place on: | To be confirmed  |
| The selection process for this post will include | To be confirmed  |

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.