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>14663</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Manager (Teaching)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Curriculum Strategy &amp; Governance</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,992 - £47,722</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>8</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>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon 7 June 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Zoe Anderson</td>
</tr>
</tbody>
</table>
2. **Summary of duties**

**Purpose Statement**

The Senior Manager: Teaching supports the Director of Teaching for the assigned School in the efficient management of its Board of Studies and associated business, and manages a team of curriculum support staff.

The role holder is responsible for:

- Effectively managing the Board of Studies and its associated business;
- Supporting the Director of Teaching in setting strategy, agreeing plans and priorities, reporting and compliance while ensuring strategy and plans are effectively implemented;
- Reviewing quality and performance of curriculum in support of attaining retention and progression targets and to deliver improvements in the student experience;
- Ensuring that resources are effectively and efficiently deployed in support of curriculum development, the Director of Teaching and the Board of Studies for the assigned School;

As part of the Curriculum Support leadership team, undertaking a broad range of activities and projects supporting curriculum development, as specified by the Head of Curriculum Strategy & Governance.

**Main responsibilities**

**Effectively manage the Board of Studies and its associated business:**

- Provide strong leadership to and ensure that the business of the Board of Studies is conducted effectively, reflects current University requirements and is carried out in accordance with agreed Faculty guidance;
- Manage the effective organisation and delivery of Board of Studies meetings as agreed with the Board of Studies Chair and in accordance with the requirements of the Faculty, preparing necessary supporting documentation;
- Acts as the lead contact for the Faculty and the wider University for the Board of Studies and ensures there is effective liaison with other Boards of Studies that contribute to STEM curriculum, as appropriate;
- Provide appropriate pre-agreed management information and produce reports to support Board of Studies decision making and progress monitoring;
- Maintain an accurate record of Board of Studies, its membership and keep a central record of all exceptions approved by the Board of Studies Chair;
- With the Director of Teaching, liaise with and brief any external members of the Board of Studies;
- Work with the Board of Studies Chair to ensure that plans and recommendations are efficiently approved at Scrutiny Group and accurately reported to Teaching Committee.

**Support the Director of Teaching in setting strategy, agreeing plans and priorities, reporting and compliance while ensuring strategy and plans are effectively implemented:**

- Take responsibility, within the defined area of curriculum, for:
  - providing support for the development of investment cases and specifications for new curriculum proposals in accordance with the OU’s Stage Gate process;
  - collaborating with Qualification Managers, to ensure processes for the introduction of new, and withdrawal or restructuring of existing curriculum are in line with plans agreed by the Board of Studies;
  - ensuring levels of consistency in development, review and maintenance across the curriculum, its qualifications and pathways, aligned with the Board of Studies, as appropriate;
  - working with Director of Strategy, Planning and Resources, liaise with Marketing over the commissioning of market research to understand student and market needs;
- Developing relevant external partnerships and relationships with professional bodies relevant to the Board of Studies.
- Develop and maintain a long term view of objectives of the curriculum plan and its development associated with the Board of Studies, working closely with Qualification Managers to ensure appropriate support for, delivery and performance of modules and qualifications during production and in presentation;
- Undertake activity that will support the attainment of the agreed retention targets and improve the student experience for curriculum aligned to the Board of Studies including:
  - Accessing appropriate data and analytics information and recommending action;
  - Liaising with the appropriate data interpreter/SST staff to implement interventions;
  - In partnership with Qualification Managers, collate information to effectively monitor the student workload of modules in production and presentation and agreeing actions to keep workload within Faculty guidelines;
  - Communicate relevant information to students via Qualification/Curriculum Managers aligned with the Board of Studies;
  - In collaboration with the Qualification Managers and COMMS, manage the production of the prospectus and other student facing correspondence including, where applicable, social media activity.
- In consultation with the Board of Studies Chair, establish and manage appropriate stakeholder reference groups e.g. student, AL, external advisors, in order to consult on curriculum and student experience quality;
- Acts as the pivotal link between Strategy & Governance and Delivery by working very closely with the central Deanery Senior Managers, Associate Deans and Qualification Managers to ensure effective implementation of University projects and initiatives e.g. Delivering Student Outcomes, Online delivery strategy, Curriculum Business Systems;
- Work with the School Senior Manager to ensure there is alignment between the School’s curriculum, other plans and the resources needed to deliver this.

**Review quality and performance in support of attaining retention and progression targets and to deliver improvement in the student experience:**

- Provide information and data as required that relates to the performance of the existing curriculum e.g. costings, student numbers and demographics, retention, etc.;
- Manage the annual quality review process for the qualifications and modules associated with the Board of Studies for <INSERT SCHOOL>;
- Support other external and internal reviews of the curriculum associated with the Board of Studies;
- Manage the implementation of recommendations from external advisors/assessors/examiners reports, life cycle reviews, post launch reviews;
- Supports the Senior Manager: Production, Presentation and Quality in providing oversight and consistency in the management of complaints for STEM, reporting on this, where applicable to the Board of Studies;
- Carry out Progression Completion Board administrative duties as defined by DSO project (to be defined and agreed).

**Ensure that resources are effectively and efficiently deployed in support of curriculum development, the Director of Teaching and the Board of Studies:**

### Staff management

- Provide clear operational and line management for the curriculum support team using the University Valued Ways of Working to keep improving what we do and how we do it;
- Take responsibility for induction and development of curriculum support staff including CDSA, ensuring excellent team working and efficient working practices, as well as leading on recruitment and selection of appropriate staff;
- Undertake capacity planning and negotiation of appropriate workload levels of specified S&C staff in conjunction with the Head of Curriculum Strategy & Governance, working closely with Qualifications Managers to ensure appropriate levels of support staff and to enable the effective deployment of resource in support of curriculum support and for the Board of Studies.
Budget management

- Manage any consultancies, budgets, bids etc. associated with Board of Studies activity (as yet undefined) and on behalf of the Director of Teaching;
- Exercise authority to sign off expenditure against agreed budgets;
- Prepare forecasts and costing relating to curriculum development on behalf of the Director of Teaching, for consideration by the Board of Studies in support of its proposals.

Other Duties

- Participate in appropriate self-development activities;
- Work collaboratively with other Senior Manager: Teaching across STEM and colleagues from other units to share best practice and consistently revise and implement policies and procedures for this area of work;
- Be a member of the Faculty Management Team contributing to the development of the strategic direction and delivery of agreed policies.
- Takes on other responsibilities appropriate to the role, which may be required, as defined by the Head of Curriculum Strategy & Governance.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Essential:

- A first degree in any subject, or equivalent background education, or work experience at a comparable level.
- ECDL or equivalent ICT skills, a commitment to developing existing ICT skills and a willingness to learn about IT systems specific to curriculum management.

Desirable:

- A Project Management qualification such as APMP, Prince 2 etc.

Knowledge, work and other relevant experience

Essential:

- Demonstrable commitment to providing excellent service to a range of clients, together with expertise in negotiating and developing mutually beneficial, sustainable relationships with a range of different partners, recognising their individual needs.
- Proven staff management experience, fostering high performance in self and the team and promoting learning and development.
- Relevant project management experience, from specification through to completion, including scheduling, quality and resource management, prioritising conflicting demands and delivery through negotiation and persuasion.
- Experience of embracing and managing change and the capability to constructively challenge practices and behaviours.
- Proven ability to organise own workload and that of a team to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure.
Desirable:
- Awareness of external factors affecting the OU.
- Experience of budgeting and budgetary management.
- Experience of working with diverse teams sometimes with competing priorities

Personal abilities and qualities

Essential:
- Ability to anticipate risks, analyse problems, propose workable solutions, manage and resolve conflict.
- Excellent oral and written communication skills, including the ability to interpret policy and disseminate information effectively to a wide range of audiences.
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment.

Desirable:

4. Role specific requirements e.g. Shift working

5. About the unit/department

**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

The Deanery
The Deanery is the administrative hub of the Faculty and comprises of four teams:

- Curriculum Support
- Faculty Administration
- Laboratory Support
- Research & Enterprise Support

Comprising of the Executive Dean, Associate Deans, administrative and support staff, the Deanery manages the Faculty’s curriculum planning, module production and presentation; Laboratory infrastructure; specialist IT support; finances; human resources; and cross Faculty management of the research & enterprise activities.

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 Zoe Anderson on +44 (0) 1908 332313 or email: STEM-Recruitment@open.ac.uk.

If you have any questions regarding the application process please contact Louise O’Sullivan on email: Louise.OSullivan@open.ac.uk.

7. The application process and where to send completed applications

Your application should contain:
- Long Application Form
- Covering Letter
<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Noon, 7 June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail your application to:</td>
<td><a href="mailto:STEM-Recruitment@open.ac.uk">STEM-Recruitment@open.ac.uk</a></td>
</tr>
<tr>
<td>Or post it to Name/Job title:</td>
<td>Zoe Anderson, Staffing Adviser</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Deanery, Faculty of Science, Technology, Engineering &amp; Mathematics</td>
</tr>
<tr>
<td>Address:</td>
<td>The Open University, Walton Hall, Milton Keynes, MK7 6AA</td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Louise O’Sullivan – Head of Curriculum strategy and Governance</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Derek Sheills – Head of Curriculum Delivery</td>
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<tr>
<td></td>
<td>Celia Walker – Senior Manager (Teaching)</td>
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<td></td>
<td>Karen Ross - Senior Manager (Teaching)</td>
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<td>The interviews will take place on:</td>
<td>20 June 2018</td>
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<tr>
<td>The selection process for this post will include:</td>
<td>Interview</td>
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<td></td>
<td>TBC</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.