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>15015</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor in Cyber Security</td>
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<tr>
<td>Reports to:</td>
<td>Head of School, Computing &amp; Communications</td>
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<tr>
<td>Salary:</td>
<td>£40,792 to £48,677</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
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<tr>
<td>Grade</td>
<td>AC3</td>
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<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes, Cardiff, Edinburgh, Belfast, Nottingham, Manchester or home-worker</td>
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<tr>
<td>Closing date:</td>
<td>12:00 noon, 25 September 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

We are seeking candidates with a strong grounding in cyber security, which includes at least one of the following areas:

- Network, System and Data security,
- Digital forensics and Forensic Computing
- Secure protocols and applications
- Ethical Hacking
- Secure Software Development
- Malware Analysis, Intrusion Detection.

We aim to appoint an inspiring and innovative teacher and scholar who enjoys developing novel approaches to teaching and working collaboratively with colleagues. The successful candidate will join a team working on transformative new approaches to teaching and learning in relation to cyber security, contributing to our leadership of the “University Learners” theme of the Institute of Coding (https://instituteofcoding.open.ac.uk/), and complementing the school’s internationally leading research in the field.

Staff Tutors are academic staff members who may be located at the main campus in Milton Keynes, one of the nation offices (Belfast, Cardiff or Edinburgh), our offices in Nottingham and Manchester, or work from home. The role comprises roughly equal amounts of core academic work aligned with their School and Faculty, and management of geographically distributed Associate Lecturer staff.

The successful candidate will be willing to contribute to the development, management and delivery of online and distance learning and to contribute to teaching support across the Computing & Communications curriculum. They will also be responsible for the recruitment, management and development of a group of Associate Lecturers, working on Computing & Communications modules, distributed across the UK and the Republic of Ireland.

The post-holder will have the choice of being office-based and located at one of our locations, or home-based (willing and able to travel regularly to Milton Keynes, and from time to time throughout the UK).

A standard part of the role will involve working as part of a distributed team with: other Staff Tutors (particularly those within the School and more widely across the Faculty of Science, Technology, Engineering and Mathematics); learner support staff in our Student Support Team in Manchester, administrative, secretarial and clerical staff based in the Manchester office (responsible for the undergraduate and postgraduate STEM Faculty student support teams); and academic-support staff based in Milton Keynes.

Candidates should bring an imaginative approach to the general challenge of teaching cyber security topics to a wide range of students from different backgrounds. Clear communication on academic, strategic and organisational matters is important, as a considerable proportion of the work of a Staff Tutor involves written, telephone and email contact with Associate Lecturers, students, other University staff and external stakeholders interested in and directly involved with the higher education agenda.

Main Duties

The post holder is expected to:

1. Administration and Management
   a) Recruitment and appointment of Associate Lecturers to Computing & Communications modules, with a focus on the cyber security related curriculum;
   b) manage, supervise and support Associate Lecturers in their role (This includes: Associate Lecturer professional development, provision of academic advice on the delivery of module content and appropriate online and distance teaching methods; monitoring tuition activities undertaken by Associate Lecturers);
   c) manage Associate Lecturer appointments in line with student numbers and appropriate student-tutor group sizes;
d) be involved in the planning and organisation of online and face-to-face tutorials and day-schools, where appropriate.

2. Teaching
a) Provide an academic link between students, their Associate Lecturers, the Student Support Team, the School and the Faculty;

b) work as part of a distributed team with educational advisors and other academic and learner support staff in handling referred queries where specialist knowledge of Faculty modules is required;

c) ensure effective implementation of University policy in relation to Associate Lecturers, students and enquirers;

d) contribute to the assurance and enhancement of the quality of learning and teaching within the School, in line with University standards;

e) contribute to the development, planning and implementation of high quality and successful curriculum at undergraduate and/or postgraduate levels in Computing & Communications modules, with a focus on cyber security;

f) work with Staff Tutors, other academic and academic-related colleagues in the support of School and Faculty objectives.

3. Scholarship, research and enterprise
a) undertake a self-directed programme of individual or collaborative scholarship or research in cyber security and its pedagogy that will contribute to the School and Faculty strategic objectives;

b) undertake subject research or scholarship in teaching and learning that leads to publications;

c) undertake professional development as an academic educator and researcher.

4. Outreach and public engagement
a) promote the study of cyber security modules and qualifications, particularly in respect of under-represented groups;

b) contribute to the STEM outreach activities of the Faculty;

c) enhance the reputation of the School, Faculty and wider University through cyber security related meetings and other activities.

5. Other responsibilities
a) comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties;

b) co-operate with the Open University in ensuring as far as necessary, that Statutory Requirements, Codes of Practice, University Policies, and Departmental Health and Safety arrangements are complied with;

c) have a strong commitment to the principles and practice of equality and diversity.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

- A PhD, or substantial experience, in an area related to cyber security (E)

Knowledge, work and other relevant experience

Essential:

- Demonstrable knowledge of the skills and experience required to support undergraduate and postgraduate taught students and the staff that tutor them
- Demonstrable expertise in an area of cyber security with a good understanding of how the discipline is developing.
- Demonstrable ability to communicate ideas clearly in written and spoken English.
- Experience of staff selection and management
- Experience of delivering staff development
- Experience of supporting adult learners within an online and/or distance learning environment
- An understanding of the educational and study needs of students.
- Evidence of, or the potential to deliver, innovative teaching.
- Ability to produce high quality scholarly outputs in cyber security and its pedagogy.
- Experience in the use of ICT in an educational context

**Desirable:**
- Higher Education professional accreditation or equivalent qualification
- Enthusiasm for the application of new technologies to teaching and supporting students
- Experience of working with and influencing policy makers, governmental and/or non-governmental institutions
- Ability to develop new collaborations within the University and with external organisations

**Personal abilities and qualities**

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<th>Essential</th>
<th>Desirable</th>
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| - Excellent oral and written communication skills, including the ability to communicate ideas clearly, and to offer and receive constructive criticism  
- Excellent interpersonal skills, including the ability to work collaboratively with a range of staff (academic, administrative, clerical and secretarial)  
- Excellent team working skills and the ability to work adaptively and responsively with a variety of colleagues in multidisciplinary teams; particularly when the team is geographically dispersed  
- Ability to plan and organise work to agreed deadlines  
- Ability to prioritise demands against personal, external sector or institutional objectives when subject to conflicting pressures.  
- Ability to work flexibly (including some evenings and weekends).  
- Knowledge of, and commitment to, equal opportunities principles and practice.  
- Commitment to the aims, ethos and values of the Open University. | - Ability to develop new collaborative partnerships within the University and with external organisations. |

4. **Role specific requirements e.g. Shift working**

The successful candidate will be appointed to the School of Computing & Communications and will be a member of the Staff Tutor Group in the Faculty. There will be opportunities to work in conjunction with Staff Tutors located across the UK at regular meetings held via online conferencing and at the University campus in Milton Keynes.

The working base will either be in one of Milton Keynes; our National offices (Belfast, Cardiff, Edinburgh); our offices in Nottingham or Manchester, or home-based.
5. About the Faculty/School

**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.

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/1pMMKhk), 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.

We aim for, and achieve, international excellence in research and teaching. The OU’s Computing research performed strongly in the Research Excellence Framework (REF 2014) assessment, with 75% 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).

We focus on the use of technology to enhance human experience. Our research is:

- Empowering: placing people at the centre
- Situated: focusing as much on context as on technology
- Disruptive: creatively disrupting discipline borders to give fresh perspectives and solutions

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 holds the Athena SWAN Bronze Award and is committed to transforming gender equality.

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 Ann Walshe, Lead Staff Tutor, Computing & Communications (ann.walshe@open.ac.uk) or Prof. Arosha K. Bandara, Head of School, Computing & Communications (arosha.bandara@open.ac.uk).

If you have any questions regarding the application process please contact Rekha Ramesh on 01908 659037 or email: STEM-Recruitment@open.ac.uk
7. The application process and where to send completed applications

| Your application should contain: | 1. A completed short application form  
| | 2. Covering letter that addresses the person specification  
| | 3. CV which includes details of academic qualifications, teaching, management, and research experience including grants received and publications. |
| Please ensure that your application reaches the University by: | 12:00 noon, 25 September 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: | Vic Nicholas, Associate Dean (Four Nations and Tuition Delivery) |
| The other members of the interview panel will be: | Arosha K. Bandara, Head of School, Computing & Communications  
| | Ann Walshe, Lead Staff Tutor, Computing & Communications  
| | Chitra Balakrishna, Senior Lecturer in Cyber Security Education  
| | + additional members, to be confirmed. |
| The interviews will take place on: | Tbc |
| For shortlisted candidates, the selection process for this post will include | 1. An activities-based task to be completed on the day, directly related to the role and person specification.  
| | 2. A formal interview  
| | You will be asked to discuss task 1 above with a small panel prior to the formal interview. |

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.