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>15157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Manager</td>
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<tr>
<td>Reports to:</td>
<td>Senior Manager, Curriculum Policy</td>
</tr>
<tr>
<td>Salary:</td>
<td>£33,199 to £39,609 depending on experience</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic-related</td>
</tr>
<tr>
<td>Grade</td>
<td>7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary 1 year contract</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12:00 noon on 1 October 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Standard</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>2</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:APG-office@open.ac.uk">APG-office@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

The Manager, Curriculum Policy (QACP) is a key role in a small but busy team in the Academic Policy and Governance (APG) Unit.

Core duties include:

- Provide advice, support and guidance to the central academic units assigned to the manager and to the relevant academic and professional services teams in relation to managing the University’s curriculum in accordance with approved policy and frameworks.
- Manage the information accuracy of data relating to approved qualification records on the University’s database systems (currently Planet and Curriculum IT System).
- Contribute to and support institutional projects that impact on the institutional policy and processes related to the University’s taught undergraduate and postgraduate qualifications.
- Check and prepare qualification proposals for submission to Qualifications and Assessment Committee, and write cover notes.
- Maintain an awareness of the external environment and quality assurance in order to support the provision of advice relating to curriculum approvals.
- To undertake any other duties as may be agreed with the Director, APG or Head of Quality Assurance and Curriculum Policy.

In addition to the above one or more of the following duties are assigned to each manager on the team:

- Support one or more stakeholder, reference or advisory group(s) engaged in developing quality assurance and curriculum policy.
- Support the management of the University’s frameworks and processes which support the management and approval of its qualifications and modules (Stage Gate).
- Support the management of the external assessor process.
- Support the management of the online resources, published materials and guides, which support University policy and processes related to quality assurance and its qualifications (Curriculum Management Guide documents, factsheets, and SharePoint sites).
- Manage the provision of curriculum data to a range of external and internal stakeholders.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

**Education, qualifications and training**

| Essential: | A first degree in any subject, or equivalent professional education, or work experience at a comparable level |
| Desirable:  | An understanding of the UK Quality Code and the University’s Qualifications Framework |

**Knowledge, work and other relevant experience**
### Essential:
- Knowledge of curriculum policy, curriculum systems, related processes and regulatory frameworks
- Direct experience of using OU curriculum systems (Planet, CIRCE, curriculum system)
- Experience of understanding and applying a range of complex and sometimes conflicting information
- Experience of analysing, managing and interpreting data
- Experience of interpreting and/or implementing policies and processes
- Excellent working knowledge of standard Microsoft applications

### Desirable:
- Direct work related experience of applying curriculum policy, curriculum systems, related processes and regulatory frameworks
- Experience of supporting advisory, reference or stakeholder groups, or formal committees
- Ability to create data queries using a Management Information (MI) system

### Personal abilities and qualities

#### Essential:
- Good communication and presentation skills, both oral and written
- Ability to take initiative
- Organisational skills with the ability to prioritise competing demands and manage own time effectively
- Ability to work accurately with attention to detail
- Ability to work both independently and as a member of a team
- Evidence of building effective working relationships and networks
- Skills in negotiation, influencing and persuasion, liaising effectively with a wide range of people
- Capacity to adapt quickly and effectively to change, different ways of working and new tasks
- A commitment to the values of the Open University, including equal opportunities and diversity

#### Desirable:

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

None

### 5. About the unit/department/specific activities

The Quality Assurance and Curriculum Policy Team, in the Academic Policy and Governance (APG) Unit, works collaboratively with a range of stakeholders to assure the quality of academic standards and the student learning experience and has a depth and breadth of specialist knowledge and expertise. This includes internal and external quality assurance and assessment, curriculum policy, processes and associated frameworks.
relating to the University’s academic provision (this includes taught undergraduate and postgraduate qualifications and modules, and OU Validated partnerships). Internal stakeholders include central academic units, Academic Services, the offices of the Pro Vice Chancellor Learning Teaching and Innovation and Research and Academic Strategy and other teams to support and enable the consistent application of the University’s policy and processes in the key areas of quality assurance and curriculum policy. Consistent application supports the internal and external quality assurance of the setting and maintaining of academic standards and the quality of the student learning experience.

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 Liz Camp, Senior Manager, Curriculum Policy, on 01908 858674 or email: elizabeth.camp@open.ac.uk

If you have any questions regarding the application process please contact APG-office@open.ac.uk

7. The application process and where to send completed applications

Please ensure that your application reaches the University by: 12:00 noon on 1 October 2018
You should enclose:
A covering letter, clearly indicating how you believe you meet the person specification. Please ensure you provide relevant examples as evidence to support your statement on no more than two sides of A4.
Your completed Standard application form

Post it to: Kerry Ross
Name/Job title: Office Assistant
Department/Unit: Academic Policy & Governance
Address: Room 221 Charles Pinfold, The Open University, Walton Hall
Post Code: MK7 6AA
Or e-mail your application to: APG-office@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: Elizabeth Camp, Senior Manager, Curriculum Policy

The other members of the interview panel will be: tbc

The interviews will take place on: 10 October 2018
The selection process for this post will include:

| Further details on the selection process will be sent to shortlisted candidates. |

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.