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>15572</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Project Manager (Curriculum Products)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Curriculum Strategy &amp; Governance</td>
</tr>
<tr>
<td>Salary:</td>
<td>£40,792 to £48,677</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>6 months FTC</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12:00 noon on 18 February 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Rekha Ramesh</td>
</tr>
</tbody>
</table>
2. Summary of duties

Purpose Statement
To manage and coordinate curriculum-related projects including the delivery of apprenticeship products and outputs from the Institute of Coding partnership, across the Faculty’s six schools. To ensure the achievement of key deliverables within agreed time, cost and scope thresholds, which will require collaboration with a wide range of stakeholders.

All Staff are expected to:

- 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.
- Demonstrate a strong commitment to the principles and practice of equality and diversity.
- Work within the ‘Valued Ways of Working’ framework to ensure appropriate attitude and behaviours are demonstrated.
- Work flexibly, adapt and respond to changing duties and work practices as portfolios are subject to changing business needs.

Main responsibilities – Strategic Management

- Provide strategic overview of all the curriculum-related projects being delivered on behalf of STEM’s Associate Dean – Curriculum, to understand the dependencies between them and impact of any risks and issues on successful delivery.
- To provide leadership within the Faculty for developing appropriate project management structures and processes to ensure clarity of roles and an effective framework for decision making for curriculum-related projects and put in place mechanisms to ensure an effective hand over into business as usual.
- To stay well informed about developments in curriculum-related products both within the Faculty and across the institution to identify opportunities and to develop links with other Open University curriculum projects.
- Support school-specific project teams to work with the Business Development Unit (BDU) to develop relationships with employers and professional bodies; provide management information (MI) and updates on key performance indicators (KPIs) with BDU to coordinate reporting for key stakeholders on these relationships.
- Coordinate activity in faculty to support the development of bids and tenders relating to curriculum-related projects.

Main responsibilities – Project Management

- Work with key stakeholders, in particular Academic Project Leads from across six schools, Qualification Managers and Qualification Leads, Curriculum Managers and Module Team Chairs, to clarify the curriculum-products that are to be delivered together with the quality, time and cost criteria that are to be met in order to track delivery.
- Develop, agree and report on a project plan that identifies key activities, outputs and resource requirements and that provides a basis for monitoring project performance. Identify, agree and ensure remedial actions are implemented, where necessary.
- In collaboration with a range of stakeholders, create, manage and evaluate project risk logs and recovery plans to provide assurance that these are appropriate to ensure delivery of curriculum-products.
- Adhere to OU project, financial and governance reporting processes to ensure that decisions are made by the right people at the right time and that you and the project’s key stakeholders can monitor, control and evaluate the performance of the project.
- Conduct regular reviews within the project to give senior stakeholders confidence that the project can deliver to time, budget and quality.
- Capture lessons learned from the project and share these with stakeholders and the project management community to enable performance improvement.
Main responsibilities – Project Delivery

- Convene and manage project meetings on behalf of School Academic Project Leads within the faculty; supporting input by conference call and webinars where appropriate.

- Provide effective financial management for school-devolved project-budgets, providing commentary and support for accurate budget forecasting of project spend, which will require working closely with the Senior Manager in each School, Senior Manager; Teaching and the Senior Manager; Student Support, and then reporting on this activity via project governance.

2. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

- Degree level education
- IPMA Level C qualification (e.g. APM Practitioner), or equivalent skills and experience.

Knowledge, work and other relevant experience

Essential:
- Experience in HE, education or similar organization.
- Directly relevant work experience that demonstrates transferable skills in administration and managerial role.
- Experience of managing multiple high value, complex projects
- Experience of working in a fast changing environment and able to deal with ambiguity.
- Experience of leading a team, for whom you may not have line management responsibility, to achieve work objectives.

Desirable:

Skills, Capabilities and qualities

Essential:
- Thorough understanding of ‘best practices’ in all aspects of project management.
- Strong IT skills and the ability to use a range of software packages including Microsoft Office, Project and SharePoint.
- Experience of budgeting and efficient budget management.
- Proven ability to organise own workload to ensure objectives and deadlines are met within resource constraints and to remain effective under pressure.
- Ability to anticipate and analyse problems, propose workable solutions and manage and resolve conflict.
- Excellent oral and written communication skills, with the ability to disseminate information effectively to a wide range of audiences.
- Effective stakeholder management, and the ability to develop highly effective professional relationships.
• Able to represent the Faculty and Schools effectively in suitable fora, including on occasions with external clients and partners.
• Awareness of the external factors affecting the OU, and the apprenticeships agenda.

Desirable:
• Open University Project Management Competencies at Level 3 (or equivalent from an external applicant)
• Understanding of OUPM Project methodology and project approval process at the Open University (or equivalent in external recruitment)
• Use of the OU configured PPM Solution (Microsoft Project Server) for managing projects (or equivalent in external recruitment).

Additional requirements
• A sound understanding of and a commitment to equal opportunities and diversity.

3. Role specific requirements e.g. Shift working
N/A

4. About the unit/department

Faculty of Science, Technology, Engineering & Mathematics
The newly formed Faculty of Science, Technology, Engineering and Mathematics (STEM) comprises:

• 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 more than 20,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £20M) 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 Louise O’Sullivan on +44 (0)1908 332291 or email: Louise.O’Sullivan@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:

(a) a completed **application form**, please ensure you complete all sections of the form;

(b) a **letter** of up to 500 words briefly describing why you are applying for this post.

**NB**: It is important that candidates complete all sections of the application form in full. The selection panel will be paying particular attention to the following section of the application form: *Describe briefly the nature of your present appointment, and any other position which you have held that you consider relevant to this application and by providing examples of how this meets the person specification.*

A CV is **not** required and will **not** be used as part of the selection process.

---

**Please ensure that your application reaches the University by:** 12:00 noon on 18 February 2019

**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:** STEM Staffing Team, ground floor, Chambers Building, Walton Hall

---

7. Selection process and date of interview

**The interview panel will be chaired by:** Louise O’Sullivan, Head of Curriculum Strategy and Governance

**The other members of the interview panel will be:** Tbc

**The interviews will take place on:** Tbc

**The selection process for this post will include**

- Test
- 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.