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>14087</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor (Northern Ireland/ Ireland)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Team Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,992 to £47,722</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade</td>
<td>AC3</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed Term Contract until 31 July 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full-time</td>
</tr>
<tr>
<td>Location:</td>
<td>Belfast Office, The Open University, Northern Ireland</td>
</tr>
<tr>
<td>Closing date:</td>
<td>27 November 2017 at 5.00pm</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Covering letter of up to 2000 words detailing how you meet the person specification, long application form and CV</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Vanessa Solis</td>
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</tbody>
</table>
2. Summary of duties

Staff Tutors play a vital role in the provision of the Open University’s (OU) supported open learning model of education. They appoint, develop and line manage the Associate Lecturers (ALs) and Practice Tutors who provide support to OU students, and oversee the quality assurance of practice learning. This post will include responsibility for the operational management of practice learning relating to the School’s portfolio of qualifications including the Pre-Registration Nursing Programme (PRNP) and Certificate in Healthcare Practice (FDHP) in The OU in Ireland. Applicants should therefore have relevant qualifications and experience that demonstrates their credibility in these roles. The successful candidate should be a Registered Nurse and have a sound knowledge of the delivery of nurse education.

You will be part of a team in the Belfast Office, covering mainly Northern Ireland with some travel to Dublin. This team is part of an experienced group of staff who work across the nation and other localities to provide student-focused education. Staff Tutors are members of the academic staff of the School of Health, Wellbeing and Social Care (HWSC) based in the Faculty of Wellbeing, Education & Language Studies (WELS). You are expected to contribute to the presentation of modules and qualifications and engage in research/scholarship congruent with school and faculty strategic priorities.

The post holder will be expected to:

- Contribute to the management and delivery of provision within HWSC including ongoing liaison with representatives of sponsoring agencies and working with colleagues to ensure compliance with external regulatory requirements;
- To line manage a group of Associate Lecturers/Practice Tutors;
- Work with internal colleagues and partner organisations in the selection of students for entry to programmes such as the C in HP and PRNP;
- Make recommendations on the appointment of ALs and Practice Tutors, having regard to the importance of high quality tutorial provision and quality of practice learning;
- Provide induction, probation and Career Development Staff Appraisal (CDSA) for ALs and PTs and enable them to deal with day-to-day issues and concerns relating to their teaching and support of students;
- In partnership with other colleagues, take responsibility for the planning and implementation of a staff development programme for ALs and PTs;
- Organise appropriate tutorial provision and undertake quality assurance of correspondence tuition, face-to-face tuition, online tuition and practice assessment;
- Work with other staff within and beyond the school on the Group Tuition processes;
- Advise the school on the content and teaching strategies of modules/qualifications in the light of feedback from tutors and students;
- Promote the school's learning provision to sponsors, employers and other organisations;
- Assist module/qualification teams in monitoring, grading and correspondence tuition related to student assignments assessed by ALs;
- Contribute to the development of modules/qualifications;
- Develop and implement a personal research/scholarship plan congruent with the school and/or faculty’s Research and Scholarship Strategy;
- As required, offer advice and support to students and advise designated members of staff on the progress and special needs/problems of individual students;
- Represent the school, faculty and the OU at local and relevant external committees and groups;
working with partners across the Independent and Statutory sector, other Universities and local Government.

- Undertake other duties as required.

### 3. Person specification

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

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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<tbody>
<tr>
<td>- A good first degree (upper second or higher) or a Post-Graduate qualification of relevance to nursing, health and/or social care;</td>
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<tr>
<td>- A professional qualification in nursing and experience in supporting practice learning;</td>
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<tr>
<td>- Current registration with the Nursing and Midwifery Council (NMC);</td>
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<td>- An NMC recordable teaching qualification;</td>
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<table>
<thead>
<tr>
<th>Knowledge, work and other relevant experience</th>
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<tbody>
<tr>
<td><strong>Essential:</strong></td>
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<tr>
<td>- A sound knowledge and understanding of current issues of nurse education, including requirements of the Pre-Registration Nursing Programme (PRNP);</td>
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<tr>
<td>- Commitment to continuing personal development and updating in the field of health/social care and nursing;</td>
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<tr>
<td>- Demonstrable ability to contribute to the professional development of colleagues;</td>
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<tr>
<td>- A sound understanding of the needs of adult learners;</td>
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<td>- An ability to promote quality services to students, in particular through the academic management and appropriate staff development of Associate Lecturers (ALs) and evaluation of learning provision;</td>
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<tr>
<td>- Excellent interpersonal and communication skills, including an ability to express ideas clearly both orally and in writing;</td>
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<tr>
<td>- An ability to work autonomously; to prioritise tasks, solve complex problems in a sensitive and constructive way and work to deadlines;</td>
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<td>- An ability to promote HWSC learning provision to individuals and corporate customers and to develop and support local partnerships;</td>
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<td>- Knowledge of and commitment to the OU mission, including equality and diversity issues;</td>
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<tr>
<td>- An ability to use information technology (IT) for communication purposes and to access and use data to support module/qualification delivery;</td>
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<p>| <strong>Desirable:</strong>                                |
| - Experience of teaching adult learners, particularly in the context of distance learning; |
| - Experience in the line management of staff; |
| - Experience of work-based learning; |
| - A higher degree and potential to develop a research profile. |</p>
<table>
<thead>
<tr>
<th>A record of research and/or scholarly activity related to the nursing, health and/or social care</th>
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### Personal abilities and qualities

**Essential:**
- An ability to collaborate and work with others across the sector.
- An ability to undertake regular travel and to work flexibly including some evenings and weekends.

**Desirable:**

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

Based in the Belfast OU office.

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### 5. About the unit/department

**Faculty of Wellbeing, Education and Language Studies**

The Open University embarked on a period of transformational change and in August 2016, restructured into four new Faculties, each comprising a number of Schools. The new Faculty of Wellbeing, Education and Language Studies (WELS) is based in Milton Keynes and across the four UK nations. Our Student Support Team is located in Nottingham. However, we also have a local student support team based in the Belfast office. The majority of our 35,500 students are in the UK but the Faculty also has students in the Republic of Ireland, Northern Ireland, continental Western Europe and elsewhere in the world. The Faculty’s curriculum comprises programmes at undergraduate, Masters and doctoral levels.

**School of Health, Wellbeing and Social Care**

The School of Health, Wellbeing and Social Care (HWSC) is one of three Schools within the Faculty. It is characterised by a vigorous intellectual life fostered through shared research/scholarship interests, collaborative teaching, and a strong external focus. The School has three distinct but inter-related areas of curriculum: Health and Social Care, Nursing, and Social Work. The School is committed to making a difference to health and social care practice and to working in partnership with key stakeholders. The School’s mission is to transform lives through health and social care education and research. Our teaching materials are underpinned by the excellence of our research as well as high quality scholarship in the area of teaching and learning that focuses on the delivery of an excellent student experience. Students of the School have won prestigious awards including, for example, the Scottish Association of Social Workers student of the year award and the Royal College of Nursing Student Nurse of the Year Award in Northern Ireland.

**Teaching**

The University has been developing and delivering supported open learning in the field of health and social care for over 40 years. Our materials are highly respected and we have become one of the largest providers of educational opportunities and learning solutions in this sector. Our practice-focused curriculum and emphasis
on meeting the need of the health, social work and social care workforce, makes us very different from other, more traditional academic units. The School:

- Supports a large student population of approximately 11,000
- Offers a diverse range of open modules and qualifications in the field of health and social care that are relevant to practice and the work place
- Is the UK’s largest provider of part-time social work training
- Has a unique pre-registration nursing programme which offers a work-based qualifying route for healthcare support workers across the UK
- Works in partnership with employers to provide learning programmes that meet their changing needs. Over 50% of its students are currently sponsored by employers, mainly in the NHS, social services and the voluntary sector
- Has a research community committed to promoting the synergy between research/scholarship and learning and teaching
- Is strongly committed to the principles and practice of equality, diversity, widening participation and to the pursuit of social justice.

The School develops open and distance learning materials for multi-disciplinary and multi-professional use, qualifying and post-qualifying routes, and vocational training. Modules and study materials cover a wide range of subject areas including social work; nursing; community care; working with children, young people and families; youth justice and law; public health; care management; mental health; dementia care and end-of-life care; communication in health; and mentorship and leadership.

Whilst most of the School’s curriculum is open to all, we currently offer two professional qualifications – a degree in Social Work and a degree in Nursing (adult or mental health) that are available to students who are sponsored and supported by their employers.

Research and scholarship

The School has a strong track record in applied health and social care research. We are funded by the Research Councils (ESRC and AHRC), the National Institute for Health Research and a wide range of trusts, charities and commercial organisations. In REF2014, 69% of our research submitted to UoA22 (Social Work and Social Policy) was judged to be world leading (4*) or internationally excellent (3*). 73% of our research was assessed as 4* or 3* for impact and 75% for research environment.

We continue to develop and invest in research and have a particular interest in:

- the role of innovative methodologies for health and social care research
- the study of normative/non-normative life-course trajectories, and the impact of these on experiences of health, care and wellbeing.

Our research is currently organised into five broad research themes: Ageing and later life; Children, young people, parenting and families; Death, dying and bereavement; Living with disability and long-term conditions; and Reproduction, sexualities and sexual health. Most of our staff work within, or across, these themes. Staff in the School are listed on the editorial boards or hold editorial responsibilities across more than 25 academic journals.

The School is committed to making a difference to health and social care practice and works in partnership with research users in all of our activities. We have a lively postgraduate community on campus and a busy
international research events calendar.

The School is continuing to grow its enterprise and knowledge exchange activities through the development of long-term, strategic external partnerships and maximising the impact of our research through effective communication, supported by our busy events schedule.

Collaborations with the BBC

Over the past few years the School has been involved with a number of high quality popular broadcasts, developed in collaboration with the BBC. These have included Great Ormond Street, a three part series looking at the running of the hospital and the decisions made in the treatment of children; Back to school with the Hairy Bikers following an intergenerational project in a community in Oxford, The Big C and Me a three part series following a number of people who were diagnosed with cancer and undergoing treatment and most recently; a two-series and 10 episodes broadcast of Hospitals that showed the complexity of working in the NHS and the impact on patients and their carers. School staff were also involved in the award winning film How to die; Simons Choice which tells the dramatic and poignant story following one man’s decision to end his life at a suicide clinic.

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 Roger Davis, Associate Head of School, Nations and Regions on +44(0)131 549 7917 or email: Roger.Davis@open.ac.uk.

If you have any questions regarding the application process please contact Vanessa Solis on +44(0)1908 659313 or email: WELS-Recruitment@open.ac.uk. For information on how to apply for general vacancies please see: http://www.open.ac.uk/about/employment/how-apply-general-vacancies

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>27 November 2017 at 5.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>WELS Recruitment</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Vanessa Solis, Staffing Assistant</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>WELS</td>
</tr>
<tr>
<td>Address:</td>
<td>Room 116-118 Horlock Building Walton Hall Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:WELS-Recruitment@open.ac.uk">WELS-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
8. Selection process and date of interview

<table>
<thead>
<tr>
<th><strong>The interview panel will be</strong></th>
<th>Roger Davis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The other members of the interview panel will be:</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>The interviews will take place on:</strong></td>
<td>To be advised</td>
</tr>
<tr>
<td><strong>The selection process for this post will</strong></td>
<td>A pre-interview task</td>
</tr>
</tbody>
</table>

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.