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>14594</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Evaluations Manager, Learning and Teaching Development</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Manager, Learning and Teaching Development (Accessibility)</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 - £38,833</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade:</td>
<td>Grade 7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract for 24 months</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>3 May 2018, by 12 noon (GMT)</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long version and covering letter</td>
</tr>
<tr>
<td></td>
<td>Your covering letter, of no more than 500 words, should address why you are applying for the role and summarise your two main attributes that make you an ideal candidate for this post.</td>
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<tr>
<td></td>
<td>Without this document the panel will not be able to shortlist you.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>1 (most recent/current employer)</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:LTI-Recruitment@open.ac.uk">LTI-Recruitment@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

Located within the Learning & Teaching Innovation portfolio, the Learning & Teaching Development team conducts research and evaluation in support of learning and teaching, often with a focus on student experience. Working collaboratively with colleagues from faculties and other non-academic units, the team has impact on major research projects and website designs such as the Virtual Learning Environment and OpenLearn. Members of the team also support the embedding of accessibility in learning & teaching and online delivery.

Main Purpose

The main purpose of the Learning & Teaching Development Manager (Evaluations) role is to support the work of Learning & Teaching Innovation by conducting evaluation activities and supporting the university in learning from the outcomes. This will involve working with others to plan evaluations, choosing and using appropriate evaluation methods, analysing and reporting on findings, and making recommendations.

You will work with other evaluation managers on activities such as usability or accessibility testing and user testing of university websites and software, module materials etc. Flexibility in taking on projects in new areas and working with new teams will be essential. With support from the Senior Learning & Teaching Development Manager (Accessibility) the post-holder will need to work independently, manage their day-to-day workload, manage concurrent evaluation projects, sometimes with competing priorities, for successful delivery to agreed deadlines.

Key Tasks

- Effectively manage small evaluation projects including negotiation with stakeholders, producing project plans, and reporting on progress.
- Conduct qualitative and quantitative evaluation work, including implementing data collection systems; running surveys; interviewing and conducting focus groups and user testing.
- Effectively present evaluation findings in both written reports and presentations to a range of audiences.
- Facilitate workshops on topics relating to learning and teaching.
- Working with other evaluation managers, monitor the quality of evaluation activities to ensure a high standard of delivery.

All staff are expected:

- To undertake any other duties which may reasonably be required in contribution to LTI’s Business and Operational plans
- 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.
- To demonstrate a strong commitment to the principles and practice of equality and diversity
### 3. Person specification

#### Education, qualifications and training

| Essential: | A first degree or equivalent.  
Experience of evaluation work, and/or working in an educational setting | Measured by: | A. Application  
B. Test  
C. Interview |
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<tbody>
<tr>
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<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

#### Knowledge, work and other relevant experience

| Essential: | Evidence of constructive engagement with provision of effective teaching materials and/or support of learning.  
Demonstrated ability to deliver texts that show expertise, with reasonable fluency and speed in such text creation.  
Experience and knowledge of research and evaluation skills including quantitative and qualitative methods.  
Ability to facilitate workshops to support improvements in learning and teaching practice. | Measured by: | A, C  
A, B, C  
A, B, C  
A, C |
| | | | |
| Desirable: | Knowledge/understanding of learning and teaching in a Higher Education context.  
Experience of conducting expert and/or end user evaluation.  
Understanding of accessibility issues for people/students with disabilities. | Measured by: | A, C  
A, C  
A, C |

#### Skills, Capabilities and Qualities

| Essential: | IT skills sufficient for effective management of projects, management of data, management of email, report-writing, design of presentations, and online communication and collaboration.  
Ability to effectively manage multiple projects, with competing priorities.  
Excellent communication and collaboration skills for working with colleagues and evaluation participants, and ability to influence colleagues at all levels.  
Ability to work on own initiative, within defined priorities of the unit as well as collaboratively with colleagues from a number of different areas of the University.  
Good presentation skills for the effective dissemination of research and evaluation findings, and for workshop facilitation.  
Be confident in using, or learning to use, new technologies, such as eye-tracking technology, accessibility testing tools, and innovative teaching tools, e.g. virtual reality applications. | Measured by: | A, B, C  
A, C  
A, C  
A, B, C  
A, C |
| | | | |
| Desirable: | Experience of using and editing online tools such as blogs, wikis, websites, and repositories such as SharePoint. | Measured by: | A, C |

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

None.
5. About the unit/department

The Open University

The Open University (OU) transforms lives through education. It is the United Kingdom’s only university dedicated to distance learning, and teaching over 170,000 people every year, the OU is the largest university in the UK. The University promotes educational opportunity and social justice by providing high-quality university education to all who wish to realise their ambitions and fulfil their potential.

The Learning and Teaching Innovation Portfolio

The Learning and Teaching Innovation (LTI) Portfolio, led by Pro-Vice Chancellor, Professor Hazel Rymer, supports the University’s strategic vision and plan, to increase student success through improved learning and teaching by driving forward, and leading on, digital innovation. The primary purpose of the Portfolio is to work closely with the University’s four faculties and the Pro-Vice Chancellor (Research and Academic Strategy) to deliver state of the art learning and teaching to part time learners, and those studying with us through partners.

LTI Academic

LTI Academic is a newly formed area within the Learning & Teaching Innovation Portfolio comprising the following Briefs:

- Academic Professional Development
- Research & Innovation
- Quality Enhancement
- Access & Curriculum
- Digital Innovation
- Partnerships & Validation

LTI Academic connects together a network of innovation and expertise in learning and teaching and using this collective power to change the face of education. We have around 95 staff who collaborate with teams across the OU and externally. Academic staff in LTI are members of the Institute of Educational Technology, which provides the external research identity for our work.

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 Dr Chetz Colwell, Senior Learning & Teaching Development Manager (Accessibility), email: chetz.colwell@open.ac.uk.

If you have any questions regarding the application process please email: LTI-Recruitment@open.ac.uk.

Please ensure that your application reaches the University by: 3 May 2018, by 12 noon (GMT)
Your application should include:

To be considered for this post, please ensure that you send a completed application form and a covering letter as set out below.

**Application form**

The selection panel will be paying particular attention to the following section of the application form: “Please use this space to describe briefly the nature of your present appointment or any other information you consider relevant to this application not covered elsewhere”.

**NB:** It is important that candidates complete all sections of the application form in full.

**Covering letter**

Please set out in no more than 500 words the following:

a) Why you are applying for the role
b) Your 2 main attributes which make you an ideal candidate for this post

*Without this document the panel will not be able to shortlist you.*

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

*Please quote the correct vacancy reference for the post you are applying for.*

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**E-mail your application to:** LTI-Recruitment@open.ac.uk

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### 8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Dr Chetz Colwell, Senior LTD Manager (Accessibility)</th>
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</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>Friday 11 May 2018</td>
</tr>
<tr>
<td>(shortlisted candidates will need to be available all day)</td>
<td></td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td><strong>Assessments and interviews are scheduled to be held on Friday 11 May 2018</strong> (shortlisted candidates will need to be available on this day).</td>
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<tr>
<td></td>
<td>The selection process for this post will include additional activities designed to assess your ability to meet criteria required in the post.</td>
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<td></td>
<td>We will let you know as soon as possible after the closing date whether you have been shortlisted for interview.</td>
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<td></td>
<td>Further details on the selection process will also be sent to shortlisted candidates.</td>
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</tbody>
</table>
We will contact successful candidates 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.

If you have submitted an application for this post, you can expect to hear from us no later than two weeks after the closing date as to the outcome of your application.

Applications received after the closing date will not be accepted.