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>14733</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Project Manager</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Planning and Resources</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,992 to £47,722</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>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>
</tr>
<tr>
<td>Closing date:</td>
<td>5.00pm on 25 June 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Covering Letter and Application Form</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Helen Jackman</td>
</tr>
</tbody>
</table>
2. Summary of duties

This new role will provide project management expertise to support the School Head of Planning and Resources (HPR) to manage planning and resourcing for the School of Health, Wellbeing and Social Care (HWSC), the largest of the three schools within the Faculty of Wellbeing, Education and Language Studies.

The post holder will deploy a project management approach to tackle key operational challenges, to help deliver standardisation and efficiencies in roles, processes and ways of working within a fast-paced environment and a large, dispersed workforce across the four nations of the UK. The role will provide project management support to the HPR on key business planning activity throughout the year, including areas such as academic workload management, student number planning, resource management and budget setting.

Duties to include

- Working on a range of projects to progress the School’s objectives, managing projects to agreed time, cost and quality using agreed project methodologies and taking responsibility for stakeholder consultation, business requirements analysis and implementation within time and budget constraints.
- Ensuring that the project progresses according to agreed milestones and methodology, including delivery of project documentation, definition of success criteria, and development of a benefits realisation plan.
- Providing periodic reports and reviews of progress and work in hand.
- Working with a cross-functional team of academic and academic-related staff to achieve project outcomes.
- Communication of planned projects and progress, including internal and external communications.
- Creation and maintenance of project risk and issues registers, taking responsibility where requested for monitoring and resolving risks and issues.
- Taking a key role in creative problem solving and analysis of issues relating to projects within the scope of the programme.
- Contributing to and influencing the planning and development of the project within the scope of the programme.
- Briefing the School Head of Planning and Resources on progress against plans and ensuring effective communication flow within the School and other relevant areas of the faculty and University.
- Obtaining and interpreting data relevant to projects and ensure data is shared appropriately and acted upon.
- Adapting documentation, working practices and schedules to meet the changing demands of the project.
- Supporting the Head of Planning and Resources (HPR) by contributing to the development of effective practice and efficient procedures within faculty and OU processes.
- Working together with the HPR to support key processes as part of the annual planning cycle, including Academic Workload Management, student number planning and budget setting.
- Other management duties to support effective planning and resourcing activity in the School, as determined by the HPR.
## 3. Person specification

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

#### Education, qualifications and training

- A first degree or equivalent education, or work experience at a comparable level.
- A project management qualification (or evidence of working towards this).

#### Knowledge, work and other relevant experience

**Essential:**
- Significant experience of project management and evidence of managing complex projects.
- Experience of managing institutional change across functions and within multidisciplinary and cross unit teams.
- An ability to work effectively in complex environments with multiple, competing priorities and with a level of ambiguity and uncertainty.
- Excellent analytical and problem-solving skills and the ability to work on own initiative.
- Excellent research and planning skills with the ability to assimilate information from multiple sources and stakeholders.
- Experience of drafting project documentation for governance bodies.
- Experience of managing resources and/or budgets.
- Excellent ICT skills and a commitment to developing a high level of proficiency in the use of new ICT tools, communication methods and online working practices.
- Excellent written, oral and online communication skills with ability to lead as well as contribute to, informal and formal, discussions. An ability to communicate effectively and persuasively with people from a wide range of experience and backgrounds.
- Excellent inter-personal skills, demonstrating discretion, confidentiality and the ability to liaise effectively with and influence a wide range of stakeholders.

**Desirable:**
- Understanding of the wider HE context and current opportunities and challenges this presents for HEIs.

#### Personal abilities and qualities

**Essential:**
- Strong influencing and negotiating skills.
- Ability to identify, clarify and mitigate or resolve risks and issues respectively.
- Ability to simplify complexity, cope with uncertainty and thrive under pressure.
- Effective, evidence-based decision-making, taking account of strategic and operational...
requirements.

Desirable:
- Experience of using MS Project and MS SharePoint.
- Awareness of, and commitment to, the ideals of the Open University.

4. Role specific requirements e.g. Shift working

5. About the unit/department

Faculty of Wellbeing, Education and Language Studies

The Open University has 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 is based in Milton Keynes and in a number of regional and national offices, with our Student Support Team located in Nottingham. The majority of our 35,500 students are in the UK but the Faculty also has students in the Republic of 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 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 in a number of high quality popular broadcasts. These thought-provoking programmes reach millions of viewers and are developed in collaboration with academics in the School and the BBC. Recent examples include ‘Hospital’ an award winning series which explores the dilemmas and decision-making that unfolds in NHS hospitals; Drugsland a documentary series that takes a detailed look at the consumption, dealing, treatment and policing of illegal drugs; and ‘A Time to Live’ a documentary which shares the stories of people who have managed to find the positives in their terminal prognosis and are determined to make the most of the time they have left.

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 Simone Davies on 01908 652496 or email: simone.davies@open.ac.uk.

If you have any questions regarding the application process please contact Helen Jackman on 01908 332247 or email: wels-recruitment@open.ac.uk

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>5.00pm on 25 June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>Helen Jackman</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Staffing Assistant, WELS</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>113, Horlock Building</td>
</tr>
<tr>
<td>Address:</td>
<td>The Open University</td>
</tr>
<tr>
<td></td>
<td>Walton Hall</td>
</tr>
<tr>
<td></td>
<td>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

<p>| The interview panel will be chaired by: | Simone Davies, Head of Planning and Resources |</p>
<table>
<thead>
<tr>
<th>The other members of the interview panel will be:</th>
<th>To be confirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The interviews will take place on:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>To be confirmed</td>
</tr>
</tbody>
</table>

**Note:** 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.