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>15597</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Partnerships Manager</td>
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<tr>
<td>Reports to:</td>
<td>Depute Director (External Engagement &amp; Partnerships)</td>
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<tr>
<td>Salary:</td>
<td>£40,792 to £48,677</td>
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<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>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>The OU in Scotland, Edinburgh</td>
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<tr>
<td>Closing date:</td>
<td>17:00 on 8 February 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Full</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Scotland-Staffing-Coordinator@open.ac.uk">Scotland-Staffing-Coordinator@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

The Partnerships Manager will lead the development and implementation of a range of strategic initiatives to enhance The Open University in Scotland’s (OUIS) external engagement work, particularly in relation to our partnership work with organisations in the public, private and third sectors. These include employers, businesses, representative organisations, charities, governmental organisations and trade unions across Scotland. The OUIS has ambitious plans to grow its partnership work in this area, and you will play a key leadership role, building on the OU’s reputation as the premier provider of high quality flexible and distance learning.

The post holder will be expected to use their skills and expertise to lead the development of a wide range of opportunities with existing and new external partners in the areas of knowledge management, skills development, widening access to education and lifelong learning. You will be responsible for managing a team of externally focussed staff, working with organisations across Scotland. You will scan the policy and political environment in relation to opportunities for the OU around skills development and workforce learning, and lead on developing effective solutions. You will also be expected to innovate and be creative, and to utilise the OU’s extensive curriculum and unique methods to service the needs of employers, government and other related agencies.

You will also lead on our evaluation work in this area, ensuring our partnerships and our outcomes and impacts are based on a strong evidence base to support our reporting to the Scottish Funding Council.

You will contribute to our knowledge exchange and knowledge transfer work, primarily working with employers, and the OU’s academics to build university and industry partnerships.

SPECIFIC RESPONSIBILITIES

External Engagement and Partnerships

a) Lead on our strategic planning, and the implementation of the OU in Scotland’s external engagement work in relation to our work with businesses and employers in support of the national skills agenda.

b) Take the lead in establishing and maintaining positive relationships with external and internal partners to facilitate the development of appropriate, and effective opportunities.

c) Take responsibility for a portfolio of specific partner relationships and projects, and ensure appropriate processes including record keeping, reporting and generic project management are undertaken.

d) Contribute to the achievement of targets and outcomes associated with the OUIS Single Outcome Agreement, OU strategic plan and other internal and external commitments. You will be the lead on outcomes related to Employer engagement, skills development and knowledge management.

e) Assume the lead role on evaluation activity, data collection and analysis, report writing and other dissemination activity.

f) Identify opportunities to promote, publicise and share your successes, those of your team and of the OU in Scotland.

g) Manage budgets in your work area, including forecasting, monitoring and ensuring best value.

h) Work alongside colleagues to identify partnership opportunities, leading appropriate funding bids and contributing to proposals to support those activities

i) Analyse relevant data and write and produce reports for internal and external audiences.
j) Contribute to internal and external groups and committees as appropriate, taking a leadership role in these groups as appropriate.

The role holder may be required to undertake any other duties reasonably required within the nature of the duties and responsibilities of the role, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

All staff are expected:

- To comply with the University’s Health and Safety and Equal Opportunities policies in the performance of your duties.
- To take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with The Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.
- To demonstrate a strong commitment to the principles and practice of equality and diversity.

3. Person specification

<table>
<thead>
<tr>
<th>Requirements (E = Essential/ D = Desirable)</th>
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<tbody>
<tr>
<td><strong>Education, qualifications and training</strong></td>
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<tr>
<td><strong>Essential</strong></td>
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<tr>
<td>- A degree or equivalent qualification.</td>
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<tr>
<td><strong>Desirable</strong></td>
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<td>- A higher degree in a relevant subject.</td>
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<td><strong>Knowledge, work and other relevant experience</strong></td>
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<td><strong>Essential:</strong></td>
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<tr>
<td>- Previous experience of leading the development of educational partnerships with employers and other stakeholders.</td>
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<td>- An understanding of the needs of part-time adult learners and the challenges facing students in a distance learning context.</td>
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<td>- Knowledge of the Further and Higher Education sectors in Scotland.</td>
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<td>- Considerable experience of skills development activity, provision of learning solutions for organisations.</td>
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<td>- Knowledge and experience of supporting widening participation in the context of higher education.</td>
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<td>- Demonstrable success in initiating, developing and sustaining successful, impactful partnerships.</td>
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<td>- Experience of leading on successful partnership proposals and bids.</td>
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- An understanding of current policy drivers in Scotland in relation to the Enterprise and Skills agenda including developing the workforce e.g. apprenticeships, developing the young workforce and the early years agenda.
- Previous experience of leading and managing staff to deliver on outcomes and targets.
- Experience of budgetary management.
- A history of building credible relationships with a range of stakeholders and partners.
- Experience of writing for internal and external audiences.
- Experience of project management, implementation and evaluation, including the dissemination of learning to other interest groups.

Desirable:
- An understanding of distance learning.
- Experience and confidence in working with complex data sets.
- Experience of leading and organising events, online and face-to-face.
- Previous experience in designing and developing knowledge exchange and/or transfer partnerships with employers.
- Experience of working with trade and industry bodies that support Scotland’s employers.

Personal abilities and qualities

Essential:
- The ability to lead and develop an outcomes-focused team.
- The ability to work on your own initiative, to make considered decisions and to work in an open and collegiate way.
- A collaborative mindset, when engaging with a wide range of stakeholders & colleagues.
- Excellent organisational abilities, particularly in relation to a diverse and demanding work portfolio.
- Well-developed interpersonal, influencing and communication skills.
- Excellent presentation skills e.g. presenting your work to internal colleagues and at external events.
- Excellent IT skills.
- The ability and willingness to travel around Scotland and occasionally to other OU locations.
- A growth mind-set where you are open to ideas and possibilities and can respond positively to challenges and setbacks.
- Resilient and adaptable to change.
- A commitment to the ideals of the Open University, including access for all, equal opportunities and diversity issues.

4. Role specific requirements e.g. Shift working

The role holder should be prepared to travel around Scotland and occasionally to other OU locations.

5. About the Open University in Scotland and the unit/department

The Open University in Scotland is an integral part of the Scottish higher education community and actively involved in the development of HE policy alongside the other 18 higher education institutions in Scotland. Since 1 April 2000, the teaching of OU students resident in Scotland has been funded by the Scottish Funding Council.

With approximately 16,000 students, Open University students can be found in virtually every postcode district and community in Scotland. Social justice and equality of opportunity are at the heart of everything the OU does and widening access to higher education is the ambition on which it was founded. The Open University is committed to extending opportunities for educational success to all who wish to realise their ambitions and fulfil their potential. The OU’s open access policy, flexible part-time delivery, its bridging programme with
schools, college articulation agreements and geographical reach position us well as Scotland’s national widening access university. More than one third of our undergraduate students have qualifications below standard university entrance level when they joined the OU, over 18% have a declared disability and 17% are resident in the most deprived areas of Scotland (based on the Scottish Index of Multiple Deprivation).

With over 70% of our students in work while they study with us, The Open University in Scotland occupies a unique place in terms of developing the Scottish workforce. We work closely with employers, trades unions, public sector bodies, institutes, private, third sector and community organisations, universities, colleges and schools across the whole of Scotland.

130 academic, administrative and secretarial and clerical staff work from the OU’s office in Edinburgh managing the University’s business in Scotland. The OU in Scotland works in collaboration with colleagues across England, Wales and Northern Ireland and in particular with the Academic Services Unit in providing support to our students.

More information can be obtained from The OU in Scotland website at www.open.ac.uk/scotland

External Engagement and Partnerships Team

The post will be located in the External Engagement and Partnerships Team at The Open University in Scotland. The External Engagement and Partnerships Team engages with the external environment that The Open University in Scotland operates in. It plays a critical role in maintaining and developing external relationships and creates opportunities for the OU to raise its profile as a unique provider of higher education in Scotland.

Led by a Depute Director (External Engagements and Partnerships), and supported by a highly skilled team, currently the team are involved in:

- Developing our partnerships with employers, including innovative approaches to address workforce development needs. knowledge management, skills development and employer engagement.
- Working with Schools and Colleges to develop learning pathways and opportunities for students to undertake OU study in familiar places.
- Working alongside community and third sector organisations to widen access to higher education and to work collaboratively in designing learning solutions.
- Working with colleagues across the university to promote the OU’s offer as a high quality, flexible distance learning provider.

As a Scotland wide provider, we are engaged in partnerships from Shetland to the Borders, with OU students residing in all of Scotland’s parliamentary constituencies.

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 Marie Hendry on 0131 549 7947 or email: marie.hendry@open.ac.uk

If you have any questions regarding the application process please contact the Staffing Co-ordinator on 0131 226 3851 or email: Scotland-Staffing-Cordinator@open.ac.uk.
7. The application process and where to send completed applications

How to apply: As well as a completed application form, you must provide a supporting statement/covering letter, which clearly identifies how you meet the criteria in the person specification. Please ensure that you provide relevant examples as evidence to support your statements. The selection panel will consider how well the information you provide demonstrates that you meet the criteria identified in the person specification.

Please ensure that your application reaches the University by: 5pm on Friday 8 February 2019

Post it to: The Open University in Scotland

Name/Job title: Staffing Co-ordinator

Department/Unit: Support Services

Address: 10 Drumsheugh Gardens, Edinburgh

Post Code: EH3 7QJ

Or e-mail your application to: Scotland-Recruitment@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: Marie Hendry (Depute Director, External Engagement & Partnerships, Open University in Scotland)

The other members of the interview panel will be: Kate Signorini (Depute Director, Strategy, Planning and Resources, Open University in Scotland)

Michael Bower (External Strategy and Innovation Manager, Open University in Ireland)

The interviews will take place on: Week of 25 February 2019

The selection process for this post will include Formal interview

Presentation

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.

Expenses incurred for travelling to the interview will not normally be reimbursed by the University.