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>14046</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Qualifications Manager</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Programme Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 to £38,833</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade:</td>
<td>G7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>FTC to 31 July 2020</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>Midday 6 November 2017</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Electronic</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

**Main Duties**

(a) To manage a range of qualifications and modules in presentation and production, working closely with academic and administrative staff to ensure that both the University and Faculty objectives, policies and procedures are implemented through effective liaison, the application of, and the appropriate use of resource and timely delivery.

(b) To provide support to the academic and professional support staff leads.

(c) To liaise with academic and administrative colleagues within the University, to ensure effective communication with students and to build positive relationships with such professional or academic organisations as are relevant to the role.

(d) To liaise and coordinate with other professional support staff on the development and delivery of curriculum.

(e) To line manage Secretarial and Clerical support staff as required including any related recruitment, induction, training and performance management etc.

**Curriculum Development and Delivery**

(a) Project manage the development, production and updating of module materials in conjunction with academic and professional support staff including business case preparation, project set up, scheduling, resource management and reporting.

(b) Operational management of the regular maintenance and presentation of modules allocated, in conjunction with academic and professional support staff including operational planning, scheduling, and resource management and reporting.

(c) Maintain accurate records for allocated modules using University systems and provide data and reports as required.

(d) Ensure effective communication of information to students, academics and professional support staff to support the allocated modules and qualifications.

(e) Provide information and other support to facilitate the effective management of the ordering and stock of module materials in liaison with the relevant professional support staff.

**Curriculum Governance Support**

(a) Ensure allocated modules are within and meet OU and faculty policy and procedures including the implementation of any new or changed requirements, advising and working with academic and professional support staff as required.

(b) Provide data, reports and information as required to support University, faculty or external quality assurance requirements.

(c) Act as committee secretary/administrator to quality assurance or assessment governance bodies as required in supporting the academic chairperson, including organisation of meeting, preparing the agenda and taking minutes.

**Line Management**

(a) Line manage secretarial and clerical support staff allocated to modules under their responsibility as required including recruitment, induction, training, supervision, workload planning and performance management.

**Resource Management**

(a) Manage the resource budgets for allocated modules, working with the academic team and professional support staff to forecast, monitor and manage resource use to agreed targets and outcomes providing reports and data as required.
(b) Manage the use of consultancy contracts for allocated qualifications and modules including work specification, approval and payment.

**Other Duties**

(a) Participate in appropriate self-development activities.

(b) Undertake other duties as specified and agreed with line manager or Head of Curriculum Management.

**The Team**

The Qualifications Manager reports to a Programme Manager who manages a number of Qualifications Managers working on a Programme of study. There are three Programmes in the Faculty of Business and Law: Undergraduate Business, Masters and Law. The Programmes areas work extensively with academics, student experience colleagues and other parts of the University to ensure modules are developed and produced. The three programmes sit within the wider Curriculum Management Area which is responsible for providing a curriculum management services to the faculty across all three programmes, ensuring that the production and presentation of all module and assessment material, website and tutor briefing material is delivered on time and within budget.

### 3. Person specification

**Education, qualifications and training**

**Essential:**

- A first degree, or equivalent background education, or work experience at a comparable level.
- ECDL or equivalent ICT skills, a commitment to developing existing ICT skills and a willingness to learn about IT systems specific to module management.

**Knowledge, work and other relevant experience**

**Essential:**

- Directly relevant work experience that demonstrates transferable skills such as in an administrative or managerial role.
- Relevant project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands.

**Desirable:**

- Experience in an educational or publishing environment.
- Experience of working in a changing environment.
- Experience of working with corporate clients.

**Personal abilities and qualities**

**Essential:**

- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure.
- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict.
- Excellent oral and written communication skills, including the ability to interpret policy and disseminate information effectively to a wide range of audiences.
- Effective team-working and interpersonal skills, including the ability to work pro-actively and independently, to work flexibly across boundaries and to demonstrate commitment to Diversity principles and practice.
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment.
- Commitment to the strategic priorities of the OU.

Desirable:
- Awareness of external factors affecting the OU.
- Experience of budgeting and budgetary management.

Additional requirements/Special circumstances

Essential:
- Commitment to equal opportunities policies and practices.

4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

Faculty of Business and Law

The Faculty of Business and Law has a strong reputation as a high-quality and innovative provider of management and legal education. It brings together two schools – The Open University Business School and The Open University Law School. Each year around 36,000 students enrol on the Faculty’s business, management and law programmes.

The Faculty received a rating of ‘excellent’ for teaching quality in the most recent HEFCE Teaching Quality Assessment. The Faculty scores very highly in the NSS student survey for student satisfaction.

The Faculty has over 200 internal staff including around 80 central academics, 40 regional academics, 55 academic-related staff and 30 administrative support staff. Additionally, there are over 500 Associate Lecturers (tutors).

The Open University Business School

Founded in 1983, The Open University Business School holds a unique position as the leader in flexible, accessible and high quality business and management education. It is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA.

The School has four cross-disciplinary academic departments: Strategy and Marketing; Accounting and Finance; People and Organisations; Public Leadership and Social Enterprise. The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes.

The 2014 Research Excellence Framework (REF) results show the high quality of the research outputs and impact of the School’s research. The School ranked 34th overall placing it in the top third of UK Business Schools. For impact, the School was placed 16th overall, indicating not only the excellence of the research but also its influence and relevance to user communities in all areas from practice to policy.
Further information about The Open University Business School can be found at: http://www.open.ac.uk/business-school/

The Open University Law School

The Open University Law School was established 17 years ago and since then more than 60,000 students have studied law with us. With around 6,000 students in the UK, the Law School continues to lead the sector in part-time distance learning. Our Bachelor of Laws with Honours (LLB) is the most popular taught undergraduate law programme in the UK. The average age of our law students is 35. The School also offers a Postgraduate Certificate in Human Rights and Development Management and a Masters in Law (LLM).

Further information about The Open University Law School can be found at: http://www.open.ac.uk/law/main/

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 Chioma Obi by email chioma.obi@open.ac.uk

If you have any questions regarding the application process please contact by email fbl-recruitment@open.ac.uk

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>How to Apply:</th>
<th>Complete the short application form</th>
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<tbody>
<tr>
<td></td>
<td>The application form has been designed to give the information needed at this initial stage.</td>
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<tr>
<th></th>
<th>Covering letter</th>
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<tr>
<td></td>
<td>Write a covering letter indicating why you are interested in this post and how you believe you match the Person Specification.</td>
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</table>

In this letter please set out:

a) Why you are interested in the post;
b) How your skills and experience meet the criteria listed in the person specification.

Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.

Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.

<table>
<thead>
<tr>
<th></th>
<th>Curriculum Vitae (CV)</th>
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<tbody>
<tr>
<td></td>
<td>Please enclose an up to date CV with your application for employment. Please remove any information from your CV that might give an indication of your race, religion or belief, or sexual orientation, as these details are irrelevant to your application.</td>
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</tbody>
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e-mail your application to:  

Please ensure that your application reaches the University by:  

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<tr>
<th><strong>8. Selection process and date of interview</strong></th>
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<tr>
<td><strong>The interviews will take place on:</strong></td>
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<tr>
<td><strong>The selection process for this post will include</strong></td>
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- **Midday 6 November 2017** Applications received after the closing date will not be accepted.

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.