**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>14165</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Quality and Partnership Manager</td>
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<tr>
<td>Reports to:</td>
<td>Senior Quality and Partnership Manager</td>
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<tr>
<td>Salary:</td>
<td>£32,548 to £38,833</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade</td>
<td>7</td>
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<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full-time</td>
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</table>
| Location:         | Walton Hall  
                   Milton Keynes |
| Closing date:     | 8 January 2018 by 12 noon |
| Type of application form accepted: | Long application form  
                                   A covering letter, of no more than 1,000 words, detailing how your skills and experience meet the criteria listed in the person specification |
| Number of referees required: | 3 |
| Unit recruitment contact: | OUVP-Recruitment@open.ac.uk |
2. Summary of duties

The post holder will develop and progress administrative and academic initiatives related to the accreditation of institutions and the quality and standards of their validated academic awards. They will also provide support to Senior Quality and Partnerships Managers on developments relating to collaborative partnerships in further and higher education and contribute to policy development.

Duties may vary, but the core activities will include:

- To support a cluster of Senior Quality Partnership Managers (SQPMs) with their partnership activity.
- To manage the day-to-day relationship with an approved partner supported by the SQPM.
- Finding, appointment and support of panel members and External Examiners.
- Supporting OUVP links with faculties.
- Supporting training and allocation of OU representatives for exam board attendance.
- Attending partner institution exam boards.
- Managing the follow up to approval and validation, including meeting of conditions.
- Undertaking validation events as required.
- Ensuring clearly mapped audit trails for all partnerships and monitoring risk and issues logs.
- Supporting the Annual Monitoring and subject overview processes for a cluster of SQPMs.
- To provide support for, and undertake when required, Administrative Audits in our Partner Institutions.
- Undertaking reviews of current practice across the UK HE sector, monitoring developments, and proposing recommendations for review of OUVP policies and procedures as appropriate.
- To assist with the preparation of reports and other papers as required.
- To manage the QPM workspace forum.
- To monitor and report on developments within the rest of the University that may affect the partnership work of OUVP.
- In liaison with the Manager (Communications), to ensure that any changes to policies or regulations arising from the activities above are promptly communicated to colleagues in the University and in associated and approved institutions.
- To monitor partner websites for appropriate public information.
- To undertake such other duties as may from time to time be assigned by the Deputy Directors or Senior Quality Partnerships Managers.
3. Person specification

### Requirements  \( (E = \text{Essential}/ \ D = \text{Desirable}) \)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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<tbody>
<tr>
<td>• A first degree or equivalent higher education qualification, or equivalent experience.</td>
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</table>

### Knowledge, work and other relevant experience

**Essential:**

- Experience of working in a higher educational or similar environment.
- Knowledge of quality assurance in higher and/or further education.
- Experience, knowledge and understanding of developing, implementing and managing administrative processes within Higher and/or Further Education.
- Excellent numeracy and ICT skills, including experience of supporting and using databases to provide data for analysis using MS Excel.
- Experience of collecting, analysing and interpreting statistical data and using this information to produce reports.

**Desirable:**

- Experience of preparation for and running examination boards.

### Personal abilities and qualities

**Essential:**

- Excellent oral and written communication skills, including the ability to interpret policy and disseminate information effectively.
- Excellent inter-personal and negotiating skills, with the ability and confidence to influence, advise and support others over whom there is no formal authority.
- The ability to work co-operatively and flexibly in a variety of team settings.
- Proven ability to work proactively with minimum supervision, using own initiative.
- Proven problem solving skills.
- An understanding of and commitment to Equal Opportunity and Respect for Diversity policies in the OU and partner institutions.
- Willingness to travel in the UK and overseas as required.

**Desirable:**

N/A

4. Role specific requirements e.g. Shift working

This role requires extensive UK and International travel.
5. About the unit/department

Open University Validation Partnerships (OUVP) sits within the Learning, Teaching and Innovation Portfolio and its vision is to ensure equality of access to and success in high quality higher education (HE) for all those with the desire and potential to achieve, through the development of direct and indirect access routes to Open University qualifications, including those provided by validated partners, and to be an internationally recognised source of scholarship and research in access and inclusion in higher education.

Through its Royal Charter, The Open University (OU) is able to validate the programmes of institutions that do not have their own degree awarding powers, or alternatively that wish to offer OU awards. This activity is managed within the OU by OUVP.

Partnership approval and validation support the University’s mission to widen access to higher education. We currently validate over 300 programmes with 35 partner institutions at undergraduate and postgraduate level and to date more than 147,000 students have achieved an OU validated award.

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 Catherine Bland, Senior Quality and Partnerships Manager, email: catherine.bland@open.ac.uk.

If you have any questions regarding the application process please email: OUVP-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>8 January 2018 by 12 noon</th>
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<tbody>
<tr>
<td>E-mail your application to:</td>
<td><a href="mailto:OUVP-Recruitment@open.ac.uk">OUVP-Recruitment@open.ac.uk</a></td>
</tr>
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8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Catherine Bland</th>
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<tr>
<td>The other members of the interview panel will be:</td>
<td>Robyn Corcoran</td>
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<tr>
<td>The interviews will take place on:</td>
<td>25 January 2018</td>
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<tr>
<td>The selection process for this post will include</td>
<td>Further details on the selection process will also be sent to shortlisted candidates.</td>
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</table>
We will let you know as soon as possible after the closing date whether you have been shortlisted for interview.

If you do not hear from us by 17 January 2018 you should assume that you have not been shortlisted for interview but we do thank you for your interest.

Applications received after the closing date will not be accepted.