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>14252</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Senior Lecturer/Lecturer in Work-Based Learning</td>
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<tr>
<td>Reports to:</td>
<td>Head of Department for Public Leadership and Social Enterprise</td>
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<tr>
<td>Salary:</td>
<td>£39,992 to £56,950</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
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<tr>
<td>Grade:</td>
<td>AC4/3</td>
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<tr>
<td>Duration of post:</td>
<td>Fixed term to 30 November 2020</td>
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<tr>
<td>Working hours:</td>
<td>Full time</td>
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<tr>
<td>Location:</td>
<td>The successful candidate will be based at the Open University campus in Milton Keynes, UK</td>
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<tr>
<td>Closing date:</td>
<td>Midday on Friday 16th February 2018</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Electronic short application form, CV and covering letter</td>
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<tr>
<td>Number of referees required:</td>
<td>Three</td>
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<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></td>
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</table>
2. Summary of duties

The Open University Business is expanding its teaching, research and scholarship in work-based learning, particularly for the development of degree apprenticeships (including a new Police Constable Degree Apprenticeship). The post-holder will make a significant contribution to work-based learning scholarship, research and teaching within the Department for Public Leadership and Social Enterprise. The position offers the opportunity to be part of a vibrant, inter-disciplinary research and scholarship culture and community, and to develop expertise in online and distance learning.

The successful candidate will have experience in developing and teaching work-based learning modules at HE level, ideally with some experience of degree apprenticeships. A good research or scholarship track record related to work-based learning, management education or any substantive business and management area covered by the department are highly desirable.

The appointee will participate in the design, development and delivery of state-of-the-art online, work-based learning modules, including modules on a work-based Police Constable Degree Apprenticeship. Candidates should have some practical experience of working in or with private and/or public sector organisations other than HE, preferably in a development & training role. The successful candidate will work closely with policing organisations and experts to develop work-based learning materials specifically for a Police Constable Degree Apprenticeship. Some understanding and experience of policing organisations would be an advantage but is not a pre-requisite for the role.

The appointee will have excellent communication and inter-personal skills. You will also have experience in innovative ways of working, along with an ability and willingness to work in non-standard ways. In addition, you will have experience of or an interest in practice-based pedagogy, blended and online teaching and learning and action learning.

The successful candidate will have the opportunity to contribute on one or more of the research areas covered by the department:

- Business ethics, corporate social responsibility and sustainability
- Inter-organisational collaboration and collaborative governance
- Public and Voluntary Sector Leadership and Management.
- Social enterprise and entrepreneurship

There is also the opportunity to contribute to research within one or more of the existing inter-disciplinary research centres hosted by the department:

- Public Leadership and Collaborative Governance in the Strategic Research Area of Citizenship and Governance
- Centre for Policing Research and Learning
- Centre for Voluntary Sector Leadership (CVSL)

The successful candidate will be required to:

- Contribute to the development of undergraduate and possibly postgraduate apprenticeship degrees by working on the development and presentation of one or more of our modules, particularly modules within the Police Constable Degree Apprenticeship programme.
- Conduct scholarship on work-based learning that will enhance the university’s expertise and reputation in this area and/or conduct research which will enhance the research profile of the Faculty of Business and Law and the Department of Public Leadership and Social Enterprise;
- Contribute to the development of tutors and support of students;
3. Person specification

**Education, qualifications and training**

| Essential | • Good academic qualifications in business and management or work-based learning related area(s).  
• A doctorate in business and management or a related social science (candidates with equivalent experience and expertise in research, teaching and/or knowledge exchange may be considered) |
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<td>Desirable</td>
<td>• Fellowship of the Higher Education Academy or PG CERT.</td>
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**Knowledge, work and other relevant experience**

| Essential | • Experience of developing successful work-based learning modules for HE qualifications  
• A commitment to conducting high quality research, evidenced by current and/or planned projects, a pipeline of relevant research outputs, and/or evidence of applying for external funding  
• An ability and willingness to contribute to scholarship and research in the department and the faculty  
• Clear evidence of the capability to structure and write teaching materials in an accurate and accessible manner.  
• An interest and some expertise in on-line teaching and virtual learning environments  
• Experience of teaching HE students either online or face-to-face  
• Experience of working in and with organisations in the private or public sector, ideally policing or related public sector organisations |
|-----------|------------------------------------------------------------------------------------------------------------------|
| For SL:   | • A record of several high quality research publications, suitable for submission for REF 2021, or a track record of high quality scholarship outputs and impact in the area of higher education and work-based learning  
• Experience of, and aptitude for, academic leadership  
• Evidence of writing high quality bids for research funding  
• Experience of research supervision at Masters and/or PhD level.  
• A thorough grasp of current national and international developments in HE and business and management education |
| Desirable | • Practical experience in private, public or voluntary sector organisations and/or experience of running training programmes in such organisations |
• An understanding of the context of UK policing organisations
• A research record appropriate to the candidate’s stage in their career, evidenced by publications of REF-able standard
• Experience in online distance education is highly desirable.
• Experience of academic module design and development.
• Experience of teaching in a multi-cultural setting
• Experience of working at senior managerial or professional level
• Evidence of innovative approaches to pedagogy demonstrated through teaching experience in HE in business and management related areas

For SL:
• Evidence of international research collaboration
• Evidence of external engagement activity
• Evidence of research impact
• A record of inter-disciplinary working in teaching and/or research.

**Personal abilities and qualities**

**Essential:**
• Experience of using ICT and VLE in teaching and learning
• Flexibility, resilience and a team player, but also capable of taking responsibility for team leadership and for working independently
• Excellent communication skills, oral, written and electronic
• Professionalism as a colleague and proven track record of working with others as a member of a team
• Contributing to the general academic and professional life of the Faculty, University and wider academic community, including committee and representational roles if appropriate.
• The ability to work to tight deadlines.

For SL:
• Ability to network effectively within and across institutions sharing, for example, good practice in teaching and learning scholarship or working in cross-institutional research teams

**Desirable:**
• Evidence of taking a leadership role in teaching
• Evidence of working as a distance learning tutor
• Experience of teaching students in a multicultural setting

**Additional requirements/Special circumstances**

**Essential:**
• A commitment to, and understanding of, equal opportunities.
• A commitment to distance learning and the need for supporting students from a wide range of backgrounds.
• Ability to travel throughout the UK and Internationally
• Willingness to work occasional evenings and weekends.
4. Role specific requirements e.g. Shift working

None

5. About the unit/department

The Department for Public Leadership and Social Enterprise (PuLSE)

The Department of Public Leadership and Social Enterprise (PuLSE) is a thriving, inter-disciplinary department, committed to generating public and social value through the impact of research, policy and practice in the areas of:

- Public and Voluntary Sector Leadership and Management
- Social enterprise and entrepreneurship
- Inter-organisational collaboration and collaborative governance
- Business ethics, corporate social responsibility and sustainability

We aim to combine a critical understanding of leadership and management with practical relevance and close collaboration with practitioners. Our reputation and success is manifested in our contribution to the work of three research centres:

Centre for Policing Research and Learning – led by Prof Jean Hartley, aims to improve policing through a wide range of courses and qualifications, and problem-solving research.

The Centre has an ambitious, innovative and wide-ranging programme of activities involving research, education and knowledge exchange.

The Centre exists to create and use knowledge through education, research and knowledge exchange in order to improve policing. In this way, CPRL contributes to the work of police agencies as they adapt to a changing policing landscape, with its greater emphasis on evidence-based practice. The Centre works closely with 18 UK police agencies (territorial forces and specialist agencies) and with 49 academics from across all faculties and institutes of the Open University, led by the Business School. The Centre’s Governance Board includes academics, police officers and staff, international academics and other public service practitioners.

The programme of work includes:

A wide range of educational courses and qualifications from bite-sized informal learning which is free and available anywhere and anytime, through to part-time PhD study – and lots in between. These can provide police officers and staff with formal qualifications and/or with continuing professional development. Accredited qualifications include policing-relevant degrees and a Postgraduate Certificate in Evidence-Based Practice. The degree apprenticeships are under development currently.

The Centre, through all its membership, decides on the key research projects to pursue, ensuring that they are of strategic importance to the police. The three overall research themes for the Centre are currently:

1. Detecting and investigating crime (e.g. visual identification; cybercrime).
2. Technology, data and knowledge management (e.g. educational gaming; use of social media by police).
3. Leadership, management and organization (e.g. ethics in policing; demand management; leadership to create public value).

Further information about the Centre for Policing Research and Learning can be found at: http://centre-for-policing.open.ac.uk/#the-centre-for-policing-research-and-learning.

Citizenship and Governance – is a strategic research priority of the University, with funding from the University to support research in six streams: collaborative and inclusive governance; digital participation; faith and law; justice, borders and rights; private lives and public intimacies; and public leadership and management. The two streams of collaborative and inclusive governance, and public leadership and management are led from the Department.

Centre for Voluntary Sector Leadership (CVSL) – led by Prof Siv Vangen, provides voluntary sector organisations with access to free leadership development modules and research-led insight.

Much of our research concerns innovative forms of organisation and financing – such as social enterprises, mutual and social investment, and commissioning – which offer new ways of tackling social, economic and environmental problems and in turn, trigger the need for new sorts of knowledge and skills in public, private and third sector organisations. We carry out rigorous and relevant research designed to understand and address these emerging challenges.

The Department’s interdisciplinary and cross-sectoral perspective on leading, managing and organising is also reflected the work of our postgraduate research students. The Business School has a strong community of research students on its full-time PhD programme. PuLSE currently has about 15 PhD students working on a variety of topics related to our four research areas and three research centres.

Faculty of Business and Law
The Faculty of Business and Law is one of the four faculties of The Open University. It brings together two Schools – The Open University Business School and The Open University Law School – and has a vibrant and supportive research culture and a strong reputation as a high-quality and innovative provider of management and legal education. We support staff to conduct internationally excellent and impactful research through dedicated research time, a collegial and supportive research culture, including four established inter-disciplinary research centres, seedcorn funding for research projects and an excellent research support infrastructure. Our research has impact in diverse areas of public life, such as public policy and management, policing, the voluntary sector, the public understanding of finance, or social marketing.

Our courses and qualifications are studied by a wide range of people from all backgrounds – we are proud to promote opportunity and social justice by making higher education open to those unable to attend a more traditional campus-based university. Student satisfaction is a high priority and we are determined to deliver the best outcomes for everyone studying with us. Our students return some of the highest satisfaction scores in the National Student Survey – they have ever since the NSS began.

Around 35,000 students are currently enrolled on our business, management and law programmes; about quarter of them are based outside the UK in 80 countries. The majority of our students are employed and study part-time with us.

The Faculty employs around 130 academic staff and approximately 700 Associate Lecturers. Around 80 academic-related and administrative members of staff support the Faculty.

We are committed to developing our staff to achieve their full potential and offer a range of formal and informal training and development opportunities to support individual and Faculty objectives.

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. We are recognised for the quality of our programmes, the excellence of our teaching and the impact of our research. The School is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA. We are also a member of the Global Business School Network—an organisation working with top international business schools to build management education capacity in the developing world.

The School has four cross-disciplinary academic departments: Public Leadership and Social Enterprise; Strategy and Marketing; Accounting and Finance; People and Organisations. Each department includes academics, visiting experts, research staff and postgraduate students. The result is a dynamic, collaborative approach to research and programme development that is engaged with the needs of commercial, public and third sectors in the UK and internationally.

Research within the Business School combines intellectual rigour and innovation with practical relevance. Its academics have substantial experience working jointly with organisations in all sectors of the economy and directing their findings to influence management thinking and practice. There is an active PhD programme with around 50 PhD students. Since first entering the Research Assessment Exercise (RAE) in 1996, The Open University Business School has increased its research capability significantly, with external awards from Economic and Social Research Council, Engineering and Physical Sciences Research Council, Design Council, European Union, the private sector and internal sources. 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.

The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes. We also make a considerable amount of learning material available for free through The Open University’s own open educational resources platform OpenLearn and popular social media such as iTunesU and YouTube, and as part of FutureLearn—an (Open University owned) international university collaboration to bring online learning to a global audience.

Further information about The Open University Business School can be found at:
http://www.open.ac.uk/business-school/

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 Nik Winchester by email nik.winchester@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

How to Apply: Complete the short application form
The application form has been designed to give the information needed at this initial stage.
Covering letter
Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet 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.

Curriculum Vitae (CV)
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.

Decisions about short listing will be based solely on the information you provide on your application form and covering letter.

e-mail your application to:
Your completed application should be returned electronically to fbl-recruitment@open.ac.uk

Please ensure that your application reaches the University by:
Midday on Friday 16th February 2018
Applications received after the closing date will not be accepted.

8. Selection process and date of interview

The interviews will take place on:
Interviews are planned for week commencing 5th March 2018 at Milton Keynes but this date may be changed if operationally required. Please also note that occasionally there may be a need for second interview.

The selection process for this post will include
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.