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>14360</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Head of Business School</td>
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<tr>
<td>Reports to:</td>
<td>Executive Dean, Faculty of Business and Law</td>
</tr>
<tr>
<td>Salary and Grade:</td>
<td>£75,638 to £88,653</td>
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<tr>
<td>Duration of post:</td>
<td>The successful internal candidate is seconded to the role for a term of three years with an option of extending the secondment by an additional two years. At the end of the appointment the role holder will retain a permanent substantive post within the School.</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time</td>
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</table>
| Location:         | Walton Hall  
                   Milton Keynes |
| Closing date:     | Midday on 23 February 2018 |
| Type of application form accepted: | Electronic |
| Number of referees required: | Three |
| Unit recruitment contact: | fbl-recruitment@open.ac.uk |
2. Summary of duties

Overall purpose

The Head of Business School will be responsible for leading an exciting phase in the development of the Faculty by ensuring the strategic growth of the Business School and achievement of its academic objectives, including accountability for overall management of its triple-accredited status.

You will provide vision and leadership to achieve the objectives: establishing effective curriculum, teaching and research; meeting the internal business plan targets; and building on the School’s external reputation and credibility.

The Head of Business School will enable the Faculty to make a strong contribution to the University’s strategic plan and to the success of the University as a whole.

There is an expectation that the role holder will be guided by, and support, the Faculty’s agreed ways of working in collaborative partnership with the Faculty Senior Team, of which this role is a key member.

Main Responsibilities

1. Develop, articulate and implement a vision and strategy for the Business School that clearly sets out its contribution to the achievement of the Faculty’s strategic objectives working with the Director, Strategy, Planning and Resources.

2. Accountable and responsible for advancing and contributing to the University’s “Student First” Strategy, Academic Strategy and the Four Nations Strategy; this will include plans for the School’s curriculum, research, teaching and learning, student experience and for improving student success.

3. Accountable for managing the School’s triple accreditation status, working closely with the Associate Dean, External Engagement who is the senior lead for accreditation in the Faculty.

4. Membership of the University’s senior team, contributing to the overall direction and strategy of the University and collaborating in the team to deliver optimum results for the Business School from the University’s change agenda.

5. Provide academic leadership to the Business School, and to the School’s academic departments, fostering a vibrant, shared sense of academic community and purpose.

6. Act as an ambassador for the School raising its profile externally and actively engaging and maintaining relationships with private and public institutions and other stakeholders.

7. Membership of the Faculty Senior Team contributing to overall policy development and academic and business planning at Faculty level; taking collective responsibility for the Faculty’s strategies and plans, and assuming responsibility for delivery in the Business School.

8. Accountable to the Executive Dean for delivery, and for regular performance review, against an agreed School Plan, associated KPIs in line with the Faculty Business Plan and budget.

9. Responsible for academic staffing matters in the School: including line management of the Heads of Department, performance management and appraisal, workload and capacity planning, and career and professional development planning for academic staff in the School.

10. Develop and sustain appropriate School structures and processes for management, consultation, decision making and communication with staff and students.

11. Accountable for student success in the School through the fulfilment of the University’s and the Faculty’s responsibilities, working in collaboration with Associate Deans and Director, Strategy, Planning and Resources.

12. Responsible for the effective management and development of the resources made available to the
School in the context of a sustainable Faculty.

13. Ensure all activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement: such procedures will include teaching, research, scholarship, enterprise and management of resources.

14. Ensure implementation of the University’s quality assurance, risk and enhancement processes so that there is continual improvement of teaching quality, student experience and the School’s curriculum, and compliance with University and external accreditation standards, specifically AMBA, AACSB and EQUIS.

15. Undertake duties on behalf of the Executive Dean, as required.

3. Person specification

**Education, qualifications and training**

| Essential:  | • PhD  
|            | • Evidence of, or commitment to, developing business/management/leadership skills and capabilities |
| Desirable:  | • Experience of change management |

**Knowledge, work and other relevant experience**

| Essential:  | • demonstrable record of academic leadership in either teaching or research in a discipline covered by the School, with a track record in both  
|            | • good understanding of the UK higher education sector, including research, the differences across the four nations and international trends in higher education policy  
|            | • a sound understanding of teaching and current issues in open, distance, e-learning and the routes from informal to formal learning  
|            | • good understanding of market conditions and trends relevant to the role of private and public organisations and the activities of competitors in the Business School sector  
|            | • understanding of the principles and practice of effective resource and project management at a strategic level, including the coordination of the work of other staff and effective deployment of resources  
|            | • experience of representing a discipline, department or Faculty at senior level  
|            | • sound understanding of the University’s Strategy and Faculty’s strategic priorities and how the School will contributes to delivering these |
Personal abilities and qualities

| Essential: | The Head of Business School is expected to have the potential and/or experience to work towards the University’s leadership competencies at the highest level. The role holder should have the following core competencies:

**Management Capability:**
- ability to provide exceptional and skilled leadership and management along with strategic direction to the School
- demonstrate exceptional team building and team leadership skills
- excellent communication skills
- ability to delegate effectively
- previous experience of leadership or line management role

**Collaborative:**
- committed to the mission and values of The Open University and to achieving positive results for the University
- demonstrate integrity and professionalism
- evidence of strong interpersonal skills and the ability to work effectively with diverse groups and individuals

**Change Oriented:**
- demonstrate a desire for new challenges with a high energy level
- experience in the delivery of change with the ability to drive change across the different areas of the School and contribute to the development of the Faculty
- ability to adapt and operate in a changing environment

**Strategic Focus:**
- strong analytical and evaluative skills, and the ability to use these to contribute to strategy formulation and implementation at a senior level

| Additional requirements/Special circumstances |

| Essential: | A commitment to, and understanding of, equal opportunities.  
|           | A commitment to distance teaching and the need for supporting students from a wide range of backgrounds.  
|           | Ability to travel throughout the UK and internationally.  |
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 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 strong reputation as a high-quality and innovative provider of management and legal education. 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, two thirds of whom are based at The Open University’s Milton Keynes campus and one third in the OU’s regional offices, aligned to the Faculty’s three Student Support Teams. The regional academics manage the Faculty’s 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: **Strategy and Marketing**; **Accounting and Finance**; **People and Organisations**; **Public Leadership and Social Enterprise**. 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 30 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 gill.buckland@open.ac.uk to arrange an informal discussion with the Executive Dean.

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:

<table>
<thead>
<tr>
<th>Complete the short application form</th>
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<tbody>
<tr>
<td>The application form has been designed to give the information needed at this initial stage.</td>
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<tr>
<th>Covering letter</th>
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<tr>
<td>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.</td>
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</table>

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>Curriculum Vitae (CV)</th>
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<tbody>
<tr>
<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>
</table>
**8. Selection process and date of interview**

<table>
<thead>
<tr>
<th>The presentations and interviews will take place on:</th>
<th>Applicants will be asked to give a presentation to Faculty colleagues.</th>
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<tbody>
<tr>
<td></td>
<td><strong>Date – Mid to late March 2018, to be confirmed</strong></td>
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<tr>
<td></td>
<td>Interviews are expected to take place in Milton Keynes.</td>
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<tr>
<td></td>
<td><strong>Date – Mid to late March 2018, to be confirmed</strong></td>
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Further details on the selection process will be sent to candidates invited to interview.