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>14872</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staff Tutor in Computing &amp; Communications</td>
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<tr>
<td>Reports to:</td>
<td>Head of School, Computing &amp; Communications</td>
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<tr>
<td>Salary:</td>
<td>£40,792 to £48,677</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade</td>
<td>AC3</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Temporary contract for 12 months</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes, Cardiff, Edinburgh, Belfast, Nottingham or Manchester</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12 Noon on 13 September 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Short</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Rekha Ramesh</td>
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</tbody>
</table>
2. Summary of duties

The Staff Tutor Role

A Staff Tutor is an academic who is based in one of the national or regional offices of the Open University or a homeworker. Staff Tutors will also work in virtual teams with colleagues in Manchester, Milton Keynes and elsewhere. In this instance the post holder will be based in the west of England or South Wales, with some flexibility as to the exact location. For this post the successful candidate will be expected to support Associate Lecturers and students across a range of our Computing and IT curriculum.

A significant and distinctive part of the academic role of Staff Tutor is to manage a large number of part-time Associate Lecturers (OU tutors) who in turn directly support OU students through the means of correspondence tuition, email, telephone, online and face-to-face sessions. Managerial responsibilities include the appointment, induction and staff development of Associate Lecturers, conducting Career Development and Staff Appraisal (CDSA), overseeing their professional development and assuring the quality of their work. The Staff Tutor role also extends to helping the advisory and study support staff to understand the needs of our students, and in conveying the Faculty's curriculum developments and student support strategies to student services colleagues. A sound understanding of the issues and external contexts affecting higher education in England is essential. The post-holder will spend their time managing ALs and providing specialised support to students (as part of a wider Student Support Team, based in Manchester).

The nature of the Staff Tutor role means that they must be able to work well in teams, and in particular in teams that are not co-located. Many of the duties of a Staff Tutor involve the need to perform administrative tasks, and the management and quality assurance aspects of the role require an ability to deal sensitively with a wide range of people.

Some aspects of the role will require working in the evenings and at weekends and Staff Tutors are expected to be flexible in their working hours. Some travel will also be necessary to Manchester and to Milton Keynes. Such journeys will be reimbursed according to the University scheme. There are opportunities for appropriately experienced Staff Tutors to play a significant part in the governance and management structures of the Open University.

Main Duties

The post holder is expected to:

1. Administration and Management
   a) recruit and appoint Associate Lecturers to Computing & Communications modules;
   b) manage, supervise and support Associate Lecturers in their role (This includes: Associate Lecturer professional development, provision of academic advice on the delivery of module content and appropriate online and distance teaching methods; monitoring tuition activities undertaken by Associate Lecturers);
   c) manage Associate Lecturer appointments in line with student numbers and appropriate student-tutor group sizes;
   d) be involved in the planning and organisation of online and face-to-face tutorials and day-schools, where appropriate.

2. Teaching
   a) provide an academic link between students, their Associate Lecturers, the Student Support Team, the School and the Faculty;
   b) work as part of a distributed team with educational advisors and other academic and learner support staff in handling referred queries where specialist knowledge of Faculty modules is required;
   c) ensure effective implementation of University policy in relation to Associate Lecturers, students and enquirers;
   d) contribute to the assurance and enhancement of the quality of learning and teaching within the School, in line with University standards;
   e) contribute to the development, planning and implementation of high quality and successful curriculum at undergraduate and/or postgraduate levels in Computing & Communications modules;
f) work with Staff Tutors, other academic and academic-related colleagues in the support of School and Faculty objectives.

3. Scholarship, research and enterprise
a) undertake a self-directed programme of individual or collaborative scholarship or research in computing and communications and its pedagogy that will contribute to the School and Faculty strategic objectives;
b) undertake subject research or scholarship in teaching and learning that leads to publications;
c) undertake professional development as an academic educator and researcher.

4. Outreach and public engagement
a) promote the study of computing and communications modules and qualifications, particularly in respect of under-represented groups;
b) contribute to the STEM outreach activities of the Faculty;
c) enhance the reputation of the School, Faculty and wider University through related meetings and other activities.

5. Other responsibilities
a) comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties;
b) co-operate with the Open University in ensuring as far as necessary, that Statutory Requirements, Codes of Practice, University Policies, and Departmental Health and Safety arrangements are complied with;
c) have a strong commitment to the principles and practice of equality and diversity.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training
- Good honours degree (or equivalent) in Computing, Information Technology or a related field (E)
- Ability to support modules in a broad range of our undergraduate Computing and IT curriculum (D)

Knowledge, work and other relevant experience

Essential:
- Experience of leading, supporting, and (preferably) managing, people who facilitate learning
- An understanding of the needs of adult distance learners, particularly those of students studying Computing
- Relevant teaching experience and evidence of an understanding of different teaching methodologies, including an interest in the development of innovative forms of teaching and learning
- An understanding of what constitutes quality learning experiences and the ability to convey this to others
- Knowledge of current and emerging curriculum and pedagogy in Computing and Information Technology, including an appreciation of the needs of employers and the value of professional development for our students and Associate Lecturers
- Successful administrative experience
- Experience in the use of IT for teaching, administration and communication
- An understanding of the challenges facing post-compulsory education in the UK such as access, retention and funding, and of the wider economic, social and cultural role of higher education

Desirable:
- Experience of teaching adults and/or experience of supported open and/or distance education
**Personal abilities and qualities**

**Essential:**
- Ability to work both independently, and with others in co-located and virtual teams, to a previously agreed schedule
- Organisational skills, including the capacity to deal quickly and effectively with queries, to prioritise demands and manage a wide range of activities
- Good interpersonal skills, including the ability to work collaboratively with a range of academic, administrative, and support staff
- Good written and oral communication skills
- Interest in personal development, in learning new skills and in assisting others to develop new skills
- Capacity for original, creative and independent thought
- Knowledge of and commitment to equal opportunities principles

**Desirable:**
- Ability to develop new collaborative partnerships within the University and with external organisations.

4. **Role specific requirements e.g. Shift working**

The successful candidate will be appointed to the School of Computing & Communications and will be a member of the Staff Tutor Group in the Faculty. There will be opportunities to work in conjunction with Staff Tutors located across the UK at regular meetings held via online conferencing and at the University campus in Milton Keynes.

The working base will either be in one of Milton Keynes; our National offices (Belfast, Cardiff, Edinburgh); our offices in Nottingham or Manchester, or home-based.
5. About the Faculty/School

**Faculty of Science, Technology, Engineering & Mathematics**
The Faculty of Science, Technology, Engineering and Mathematics (STEM) is comprised:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting nearly 19,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £17M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

**We are inclusive:**
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

**We are highly innovative:**
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

**We deliver significant social and economic impact:**
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK
School of Computing & Communications

The School of Computing and Communications has around 80 academic and research staff, and is home for a number of visiting researchers and full-time and part-time research students.

Our objectives are:

- Transforming students’ lives through innovative and dynamic teaching enriched by world-class research and scholarship.
- Developing graduates with technical, analytical and creative skills who meet the highest expectations of employers and who can make a difference in their workplaces.
- Leading and shaping the digital revolution through people-centred, inter-disciplinary, collaborative research and scholarship that transforms society.
- Looking outwards to engage with individuals and external bodies, sharing our knowledge and developing mutually beneficial partnerships, so together we can create a more technically and socially aware digital society.
- Being a vibrant, agile and inclusive academic community that promotes academic excellence in all areas of teaching, research and external engagement.

We teach a comprehensive range of undergraduate and postgraduate qualifications. Our students are nearly all part-time and are studying at different rates. We have the equivalent of 4772 full-time students registered for our undergraduate BSc degree across the UK and Europe, mostly studying at home. We have also just launched a degree apprenticeship in Digital Technology Solutions, one of three apprenticeships forming a pilot across the University.

We pioneered an online Introduction to Cyber Security MOOC ([http://bit.ly/1pMMKhk](http://bit.ly/1pMMKhk)), hosted on Futurelearn, which has been studied by over 140,000 learners worldwide. We also have extensive Open Educational Resources hosted by OpenLearn, run a distance ‘boot camp’ in programming, and have a robotics lab funded by HEFCE which we are working to make accessible to students from their homes.

We aim for, and achieve, international excellence in research and teaching. The OU’s Computing research performed strongly in the Research Excellence Framework (REF 2014) assessment, with 75% of outputs rated world-leading or internationally-excellent (up from 70% in 2008), and an excellent research environment (100% rated world-leading or internationally-excellent).

We focus on the use of technology to enhance human experience. Our research is:

- Empowering: placing people at the centre
- Situated: focusing as much on context as on technology
- Disruptive: creatively disrupting discipline borders to give fresh perspectives and solutions

Our strong sense of collegiality and community continues to shape and direct the interdisciplinary approaches used throughout our work. The School of Computing and Communications holds the Athena SWAN Bronze Award and is committed to transforming gender equality.

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 Ann Walshe, Lead Staff Tutor, Computing & Communications ([ann.walshe@open.ac.uk](mailto:ann.walshe@open.ac.uk)) or Prof. Arosha K. Bandara, Head of School, Computing & Communications ([arosha.bandara@open.ac.uk](mailto:arosha.bandara@open.ac.uk)).

If you have any questions regarding the application process please contact Rekha Ramesh on 01908 659037 or email: STEM-Recruitment@open.ac.uk
7. The application process and where to send completed applications

Your application should contain:

1. A completed short application form
2. Covering letter that addresses the person specification
3. CV which includes details of academic qualifications, teaching, management, and research experience including grants received and publications.

Please ensure that your application reaches the University by: 12 Noon on 13 September 2018

E-mail your application to: STEM-Recruitment@open.ac.uk

Or post it to Name/Job title: Rekha Ramesh, Staffing Adviser

Department/Unit: Deanery, Faculty of Science, Technology, Engineering & Mathematics

Address: The Open University, Walton Hall, Milton Keynes, MK7 6AA

8. Selection process and date of interview

The interview panel will be chaired by: Vic Nicholas, Associate Dean (Four Nations and Tuition Delivery)

The other members of the interview panel will be: Arosha K. Bandara, Head of School, Computing & Communications
Ann Walshe, Lead Staff Tutor, Computing & Communications
+ additional members, to be confirmed.

The interviews will take place on: Tbc

For shortlisted candidates, the selection process for this post will include

1. An activities-based task to be completed on the day, directly related to the role and person specification.
2. A formal interview
   You will be asked to discuss task 1 above with a small panel prior to the formal interview.

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.