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>15333</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Producer OpenLearn</td>
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<tr>
<td>Reports to:</td>
<td>Head of OpenLearn</td>
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<tr>
<td>Salary:</td>
<td>£40,792 to £48,677</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade 8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
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</table>
| Location:         | Walton Hall  
                   Milton Keynes |
| Closing date:     | Midday, 5 December 2018 |
| Type of application form accepted: | Standard Application Form |
| Number of referees required: | Internal - one (line manager)  
                              External - Three |
| Unit recruitment contact: | Lucy Goddard |
# 2. Summary of duties

## Purpose Statement

The role holder will be responsible for the processes, development and delivery of open learning for the OpenLearn platform and related services. The role holder will be required to undertake budget and line management responsibilities as and when required.

## Main responsibilities

- To provide operational planning, scheduling and timely commissioning, production and publication of non-accredited learning and other content for OpenLearn and syndicated channels. Work closely with OU module production teams, Open Media Fellows, Heads of Student Success, Curriculum Managers, Broadcast team and other stakeholders on and off-campus to develop and implement open learning materials including full courses, new audio visual, assessment and interactive and ebook assets.

- Through highly effective team working, maintain procedures, provide guidance, training and clear communications to colleagues across all Units as to the processes, impact and relevance of the delivery, QA and innovation of non-accredited learning and other content for OpenLearn, and syndicated channels.

- Ensure site output is consistent with the agreed editorial framework, QA, accessibility and brand compliance standards set by the OU or key external partners. Ensure compliance with legal requirements including copyright, Creative Commons licensing, SENDA and defamation legislation.

- Ensure the user experience on OpenLearn reflects known and targeted user groups and gives a consistent planned and signposted user journey across the site and into OU services for students and informal learners, and, where appropriate, to partner sites.

- Take a lead in discussions with IT about day-to-day support for the OpenLearn platform and other services that contribute to the user experience. Work with the other Senior Producers, Head of OpenLearn, developers, IT, TEL and other interested parties to define and deliver refinements and developments to the platform.

- To take line management responsibility for editorial and media production staff (both in-house and contracted) in support of the timely publication of OpenLearn content and syndicated assets.

- Support the Head of OpenLearn and Senior Digital Analytics and Communications Manager in the development of short, medium and long-term methods of evaluating the impact of open learning in meeting and exceeding the KPIs of the Unit. Liaise with the other Senior Producers, Academic Services, Marketing, and Communications to promote the Unit's open learning strategy and impact.

- To assist the Head of OpenLearn in managing the project budget in line with University financial rules and procedures. Plus, any other activity defined by the Head of OpenLearn.

- Lead and contribute to learning design interventions for non-accredited learning and other products. Work with staff from faculties, production and other internal and external stakeholders, to promote sound learning design and support delivery of effective solutions within time, quality and budget parameters.
### 3. Person specification

#### Requirements (E = Essential/ D = Desirable)

**Education, qualifications and training**

- Degree or equivalent and five years relevant work experience.
- Experience of managing web-based, consumer/learner projects in an educational setting.

**Knowledge, work and other relevant experience**

**Essential:**
- Proven experience and record of developing and managing partner/client relationships in an academic environment.
- Proven ability to coordinate the work of others (multi-disciplinary and distributed) to develop features and functionality for online systems.
- Proven experience of managing mixed specialist teams to deliver editorial, technical and pedagogically robust elearning specifications.
- A demonstrable interest in elearning, innovative elearning developments, mobile and digital learning technologies.
- Line management and development of staff.
- Experience of the practical application of learning design theory, including an appreciation of the variety of pedagogic tools and media types available and their applicability to informal learning situations (for example OER, workplace learning or corporate requirements).
- Experience of working with a CMS (preferably Drupal) or an LMS (preferably Moodle), including commissioning and providing details specifications for the development of systems and technical functionality.
- Understanding of the law as it applies to web publishing, including copyright, creative commons and defamation law.

**Desirable:**
- Knowledge and experience of Open Educational Resources (OER) publishing in HE, their impact and relevance to the sector and to widening participation.
- Knowledge of the OU’s OpenLearn platform regarding the rights and licencing regime (Creative Commons) and rationale for free learning from the OU.
- Knowledge and experience of the Open University’s approach to learning design and pedagogy for online education, particularly within an informal learning and/or OER context.
- Understanding of the learner journey, motivations and needs of informal learners from external sources such as the BBC/OU partnership.

**Personal abilities and qualities**
### Essential:

- Proven experience of collaborating and engaging with multiple stakeholders with varied interests and priorities.
- Excellent ICT skills commensurate with the requirements of the post.
- Excellent project management experience working with both internal staff and external suppliers, under pressure and to tight deadlines.
- Excellent written/editorial, oral and presentation skills. Good budget management skills.
- The ability to think analytically and to solve problems within a project development environment.
- Confident and able use of facilitation skills, including the ability to guide colleagues or clients with subject matter expertise in practical learning design application.
- Takes personal responsibility for seeking information and keeping up to date with internal and external developments in online learning, learning technologies and learning design theory.
- Proven experience of creative thinking in response to development of online material, preferably in an educational context
- Experience of commissioning and developing audio visual and/or interactive learning assets.

### Desirable:

- An understanding of the business of the Open University and its quality standards. Experience of contributing to further development of an open content strategy and its implementation.

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

N/A.

### 5. About the unit/department

Open Media and Informal Learning delivers free learning from The Open University and publishes it to OpenLearn (www.open.edu/openlearn). This is part of our ongoing commitment to free learning for all and encourages uptake of student registration. OpenLearn is an award-winning platform, reaching six million visitors annually. It contains over fifteen thousand hours of free learning material, most of which is adapted from our own qualifications.

### 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 email Patrina.Law@open.ac.uk

If you have any questions regarding the application process please email: LTI-Translation-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>Midday, 5 December 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be considered for this post, please ensure that you send a completed application form describing how you meet the criteria in the person specification. Please limit this description to no more than 1000 words.</td>
<td></td>
</tr>
<tr>
<td>Post it to:</td>
<td>As follows:</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Staffing and Recruitment Coordinator</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Learning and Teaching Innovation</td>
</tr>
</tbody>
</table>
| Address: | Level 1, Perry Building  
The Open University  
Walton Hall  
Milton Keynes |
| Post Code: | MK7 6AA |
| Or e-mail your application to: | LTI-Translation-Recruitment@open.ac.uk |

8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Patrina Law, Head of OpenLearn, LTI, OMIL</th>
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| The other members of the interview panel will be: | Rosie Storrar, Senior Analytics and Communications Manager, LTI, OMIL  
Fernando Rosell-Aguilar, Senior Lecturer, Faculty of Wellbeing Education and Language Studies, WELS |
| The interviews will take place on: | 9 and 10 January 2019 |
| The selection process for this post will include | Further details on the selection process will be sent to shortlisted candidates. |

If you do not hear from us by 19 December 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.