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>15695</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Accreditation Manager</td>
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<tr>
<td>Reports to:</td>
<td>Senior Manager Faculty Planning and Administration</td>
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<tr>
<td>Salary:</td>
<td>£33,199 - £39,609</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade:</td>
<td>G7</td>
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<tr>
<td>Duration of post:</td>
<td>Permanent</td>
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<tr>
<td>Working hours:</td>
<td>Full time</td>
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<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>Midday on 12\textsuperscript{th} March 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Electronic</td>
</tr>
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<td>Number of referees required:</td>
<td>Three</td>
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2. Summary of duties

Main Duties
The post holder will undertake a wide range of administrative tasks in planning, coordinating and project managing activity to support Accreditation Academic Leads in maintaining the faculty's triple accreditation status through EQUIS, AACSB and AMBA. The person will:

(a) ensure ongoing adherence to the standards and criteria set by the accrediting bodies and keep informed about changes, communicating to faculty as appropriate
(b) act as the main operational liaison point between the faculty and accrediting bodies
(c) provide advice and support to faculty on accreditation matters as required
(d) maintain all files and data to ensure compliance with accreditation processes, data retention and GDPR policy and legislation.

The post holder will work largely independently, calling on support as required but taking the initiative to manage accreditation processes to successful conclusion.

Project Manage Production of Reaccreditation Reports and Appendices
On behalf of the Executive Dean and Accreditation Lead(s) the post holder will be responsible for project managing the submission of Reaccreditation Applications, Data Sheets and Reports in accordance with information provided by the accrediting body to strict processes and deadlines. This will involve close collaboration with senior academic and professional services colleagues within the faculty and wider university. The person will:

(a) Rapidly build knowledge of accreditation standards, criteria and language from information supplied by the accrediting bodies
(b) Maintain and communicate to the faculty Senior Team the forward planning timeline for accreditation activity across the school and prepare detailed timelines for each Reaccreditation review; ensure critical deadlines are understood and kept on track
(c) Prepare writing schedules for Academic Leads; source information and supporting documents as required; plan and coordinate internal and external reviews of reports maintaining strict version control of all documents
(d) Liaise with LTI to ensure effective, fast track production of report documents; arrange signoff by Accreditation Lead, Executive Dean and VC before submitting to accrediting bodies and Peer Review Team (PRT)
(e) On behalf of the Executive Dean and Accreditation Lead(s) draft and issue clear and accurate communications to stakeholders; organise briefing workshops for contributors and participants as required.

Coordinate Preparation of Supporting Documents and Base Room
Throughout the reporting writing process, working with the Data and Insight Team, coordinate with contributors the collection of supporting information and evidence. The person will:

(a) Prepare and maintain an index of all evidence and supporting documents required for report writing, appendices and PRT Base Room in accordance with requirements of the accrediting bodies
(b) Agree with the Accreditation Lead the fixed data point for reporting purposes for each review; communicate to all stakeholders to ensure consistency of data
(c) Collaborate with Data and Insight Team colleagues to research and analyse data and information collection if not currently available
(d) Working with the Academic Lead ensure data collected is accurate, consistent and meets the requirements of the accrediting body.

Project Management of Accreditation PRT Visit
In collaboration with other teams within the faculty and university project manage all logistics required to plan and deliver event management of the PRT visit.
(a) Acquire detailed knowledge of Visit requirements as detailed in information provided by the accrediting bodies. Liaise with the accrediting body, academic lead(s), Executive Dean and Director to agree a date for the visit and confirmation of the Peer Review Team members

(b) Work with the academic lead to identify faculty and university representatives to participate in the visit. Work with Curriculum and External Engagement teams to source student, alumni and corporate representative to participate in the visit. Prepare invitation, briefing and acknowledgment correspondence for signature of Academic Lead and AD Student Experience as appropriate

(c) Agree a detailed Visit Schedule with the accrediting body, PRT Chair and academic lead. Communicate the schedule to faculty and all participants, ensuring all stakeholders are aware of their input during the visit

(d) Plan and manage logistics for the visit including room bookings, hotel accommodation, transport, IT and catering requirements. Prepare and maintain a detailed activity schedule to ensure all requirements are effectively delivered to critical deadlines. Use initiative to resolve problems where necessary often under pressure of time.

Preparation of Annual Maintenance Activities
To ensure ongoing compliance with requirements of accrediting bodies to strict deadlines:

(a) With the Data and Insight Team coordinate accurate data collection and completion of annual surveys for sign-off by the accreditation lead

(b) Support the academic lead in the writing of annual reports, sourcing data and information as required.

Administration of accreditation budget

(a) Prepare budget submission and forecasts in accordance with university timetable

(b) Maintain accurate record of expenditure against budget, ensuring effective use of resources. Submit invoices and claims for approval

GDPR Compliance and other activities

(a) Be responsible for the collection and storage of a wide range of data information including confidential and highly sensitive data. Maintain effective document control and retention to ensure compliance with policy and legislation.

(b) As required provide administrative support for other accreditation applications and renewals for example EOCCS

(c) Participate in relevant external network group such as UKIAG; attend accreditation related conferences/seminars as requested by line manager or accreditation lead

(d) Participate in regular progress meetings with academic lead(s) and line manager providing progress reports as required

(e) Any other duties required by line manager or accreditation lead(s)

3. Person specification

Education, qualifications and training

| Essential: | A first degree, or equivalent background education, or work experience at a comparable level. |
|           | Project management or comparable experience |
Knowledge, work and other relevant experience

**Essential:**
- Directly relevant work experience that demonstrates transferable skills such as in an administrative or managerial role.
- Relevant project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands.

**Desirable:**
- Experience in Accreditation or Higher Education environment.
- Experience of working with internal and external clients.

Personal abilities and qualities

**Essential:**
- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure and with competing priorities.
- Ability to rapidly acquire detailed knowledge of accreditation standards, processes and an understanding of university processes.
- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict.
- Excellent oral and written communication skills, including the ability to interpret standards and policy and disseminate information effectively to a wide range of audiences.
- Effective interpersonal skills, including the ability to influence busy colleagues and senior managers to ensure timely delivery of inputs.
- Excellent IT Skills including Word, Excel and SharePoint (or equivalent).

**Desirable:**
- Commitment to the strategic priorities of the OU and awareness of external factors affecting the OU.
- Experience of budgeting and budgetary management.
- Self-motivated with the ability to work pro-actively and independently, to work flexibly across boundaries and to demonstrate commitment to Diversity principles and practice.
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment.

Additional requirements/Special circumstances

**Essential:**
- Commitment to equal opportunities policies and practices.

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 has a strong reputation as a high-quality and innovative provider of management and legal education. It brings together two schools – The Open University Business School and The Open University Law School. Each year around 36,000 students enrol on the Faculty’s business, management and law programmes.

The Faculty received a rating of ‘excellent’ for teaching quality in the most recent HEFCE Teaching Quality Assessment. The Faculty scores very highly in the NSS student survey for student satisfaction.

The Faculty has over 200 internal staff including around 80 central academics, 40 regional academics, 55 academic-related staff and 30 administrative support staff. Additionally, there are over 500 Associate Lecturers (tutors).

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. It is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA.

The School has four cross-disciplinary academic departments: Strategy and Marketing; Accounting and Finance; People and Organisations; Public Leadership and Social Enterprise. The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes.

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.

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

The Open University Law School

The Open University Law School was established 17 years ago and since then more than 60,000 students have studied law with us. With around 6,000 students in the UK, the Law School continues to lead the sector in part-time distance learning. Our Bachelor of Laws with Honours (LLB) is the most popular taught undergraduate law programme in the UK. The average age of our law students is 35. The School also offers a Postgraduate Certificate in Human Rights and Development Management and a Masters in Law (LLM).

Further information about The Open University Law School can be found at: http://www.open.ac.uk/law/main/

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 Natasha.proctor@open.ac.uk

If you have any questions regarding the application process please contact by email Resourcing.Hub@open.ac.uk
7. The application process and where to send completed applications

| How to Apply: | 1. Complete the short application form  
2. Submit with your CV  
3. Submit with Covering letter - no more than 4 sides of A4. |
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<td>Write a covering letter indicating why you are interested in this post and how you believe you match the Person Specification in section 3.</td>
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|               | In this letter please set out:  
a) Why you are interested in the post;  
b) How your skills and experience meet the criteria listed in the person specification. |
|               | Please use the essential and desirable items listed in the person specification as subtitles within your letter, please group these titles together where relevant and where examples cross over. Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification. |
| e-mail your application to: | Your completed application should be returned electronically to Resourcing-Hub@open.ac.uk |
| Please ensure that your application reaches the University by: | Midday on 12th March 2019 |
| | 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 on 26th March 2019 at Milton Keynes but this date may be changed if operationally required. |
| 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.