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>15741</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Manager, Quality Assurance and Curriculum Policy</td>
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<tr>
<td>Reports to:</td>
<td>Senior Manager, Quality Assurance and Curriculum Policy</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>G8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>2 years</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday Thursday 28 February 2019</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long version and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>2</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Resourcing-Hub@open.ac.uk">Resourcing-Hub@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

The post holder is responsible for the leadership and management of the preparations for external quality reviews and accreditations of the University helping to support the Pro-Vice-Chancellor (Students) in carrying out their institutional responsibilities for ensuring academic quality assurance and enhancement frameworks address external regulatory expectations effectively.

Core duties include:

External regulation and assessment

- Leadership and management of preparations for external quality reviews and accreditations of the University (e.g. QAA Provider Review (OfS), OFSTED inspection levels 4 and 5 degree apprenticeship provision);
- Support for units seeking external programme accreditation (currently, 36 qualifications - and some individual modules - are formally recognised by 32 Professional, Statutory and Regulatory Bodies);
- Management of the mapping to the relevant sections of and evaluation of alignment to the UK Quality Code for Higher Education, European Standards Guidelines and other relevant requirements of regulatory, funding and accrediting bodies, ensuring compliance in all the four UK Nations;
- Supporting the Pro-Vice-Chancellor (Students) in ensuring the University meets external regulatory requirements by monitoring and responding to developments in the external regulatory environment.

In addition to the above you may be asked to:

- Participate in sector wide conferences, seminars, networks, best practice forums e.g. Quality Assurance Agency, Quality Support Network, Council of Validating Universities, Academic Registrars Council Quality Practitioners Group;
- Respond on behalf of the University to consultations on Higher Education (HE) quality and standards;
- Engage in institutional projects, governance committees and management groups to provide advice on the institutional quality, standards and policy and processes related to the University’s academic provision;
- Provide general and specific advice to units on quality related issues; Line manage Manager(s) and/or professional support staff.

3. Person specification

Requirements (E = Essential/ D = Desirable)

Education, qualifications and training
## Knowledge, work and other relevant experience

### Essential:
- Experience of leading and managing complex projects (or similar) at scale.
- Experience of leading and managing internal quality assurance and/or external accreditation reviews.
- Experience of leading and managing teams, for whom you may not have direct line management responsibility, to achieve work objectives.
- Experience of quickly developing and maintaining effective working relationships with a range of key internal and external stakeholders in order to deliver outcomes.
- Experience of writing detailed reports for university level bodies, including governance committees.

### Desirable:

## Personal abilities and qualities
### Essential:

- **Good communication and networking skills:** communicates effectively both orally and in writing and builds productive working relationships with a range of colleagues and partners; adapts communication style to the needs of the audience.

- **Ability to persuade and influence:** appropriately and effectively challenges others; influences effectively to negotiate and agree realistic outcomes.

- **Team-working:** collaborates with colleagues; is respectful of others' views.

- **Planning and organising:** prioritises effectively; meets multiple and challenging deadlines; monitors progress against plans using appropriate techniques; identifies and manages risk.

- **Problem solving:** identifies appropriate options and provides evidence based recommendations.

- **Embraces and adopts change:** responds flexibly and positively to change.

- **Delivers results:** remains calm, effective and positive even when under pressure; takes responsibility for delivering outcomes; deals effectively with ambiguity.

- **Continuous improvement:** identifies opportunities for continuous improvement; shows commitment to own professional development; demonstrates enthusiasm, willingness and ability to learn new skills.

- **IT Skills:** Strong IT skills and the ability to use a range of software applications including MS Office, MS Project and SharePoint online.

- A sound understanding of and a commitment to equal opportunities and diversity.

### Desirable:

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

Whilst most work will be undertaken during standard office hours, some work requiring an earlier start time and/or later finish during periodic reviews, external review visits and occasional attendance at day long and residential based conferences involving travel to different parts of the country may also be necessary.

We would expect the post holder to not take leave in the immediate period leading up to and following a review.

### 5. About the unit/department

The Quality Assurance and Curriculum Policy Team works collaboratively across the University to assure the quality of academic standards and the student learning experience. It is a small team with specialist knowledge and expertise. This includes internal and external quality assurance and assessment, curriculum policy, processes and associated frameworks relating to the University's academic provision. The team works collaboratively with faculties, Academic Services, the offices of the Pro-Vice Chancellors and other professional
service teams to support and enable the consistent application of the University’s policy and processes in the key areas of quality assurance and curriculum policy. The team’s work supports the internal and external quality assurance of the setting and maintaining of academic standards and the quality of the student learning experience. It supports the University’s key strategic priority: Student Success.

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 Carol Pate on 01908 654373 or email: carol.pate@open.ac.uk

If you have any questions regarding the application process please contact Resourcing-Hub@open.ac.uk

7. The application process and where to send completed applications

Please ensure that your application reaches the University by:  Midday 28 February 2019

You should enclose:

- A covering letter, clearly indicating how you meet the person specification. Please ensure you provide relevant examples as evidence to support your statement on no more than two sides of A4
- Your completed application form (long version)

Post it to:

Name/Job title:  Jana Dobiasova, Resourcing Assistant

Department/Unit:  People Services

Address:  The Open University
          Berrill Level 1 South
          Walton Hall
          Milton Keynes

Post Code:  MK7 6AA

Or e-mail your application to:  Resourcing-Hub@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by:  Carol Pate, Head of Quality Assurance and Curriculum Policy

The other members of the interview panel will be:  To be advised

The interviews will take place on:  13 March 2019
<table>
<thead>
<tr>
<th>The selection process for this post will include</th>
<th>Shortlisted candidates will be advised</th>
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</table>

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.