**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>15766</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Manager Bids &amp; Tenders, Apprenticeships</td>
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<tr>
<td>Reports to:</td>
<td>Head of Planning &amp; Resources, HWSC</td>
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<tr>
<td>Salary:</td>
<td>£40,792 - £48,677</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic-Related</td>
</tr>
<tr>
<td>Grade</td>
<td>8</td>
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<tr>
<td>Duration of post:</td>
<td>2 year Fixed Term Contract</td>
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<tr>
<td>Working hours:</td>
<td>Full time is preferred, however we will consider 0.8 FTE part-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>12 noon on Tuesday 9th April</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Covering Letter, Application Form and CV</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Resourcing-Hub@open.ac.uk">Resourcing-Hub@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

This new G8 role has been established to be the School lead on the development of successful bids to support the tender process for higher and degree apprenticeships in the School of Health, Wellbeing and Social Care (HWSC) within the Faculty of Wellbeing, Education and Language Studies (WELS). The Faculty has extensive experience of, and success in, bidding for and delivering work-based learning programmes. The funding rules for apprenticeships mean that some services previously not subject to formal procurement now require us to take part in a tendering process; including the need to produce multiple, high quality bid submissions to tight deadlines and mobilising expert input from academic colleagues as required, which entails significant new operational challenges. The OU’s Business Development Unit (BDU) and the Faculty Head of Employer Engagement are key stakeholders in this process, with all parties being required to work closely and collaboratively, often under pressure, to produce bids to fixed deadlines.

Your role will entail significant liaison across the School, Faculty and with BDU; you will play a pivotal role in ensuring effective operational support for the School’s apprenticeship programmes.

Your key duties will include:

1. Writing bids as the lead bid writer on behalf of the school for tenders for new business, predominantly across our suite of Apprenticeship qualifications;
2. Taking responsibility for mobilising appropriate expert input from academic and other relevant colleagues in School, as required as part of the bid writing process, acting as a point of contact and authority on behalf of the school in confirming the accuracy and acceptability of the information provided, working within time and staff resource constraints and ensuring any risks and issues are addressed at the appropriate level;
3. Developing an in-depth understanding of the School’s Apprenticeship products, both in terms of curriculum and delivery model and maintaining up to date knowledge in these areas to support the bid writing process effectively;
4. Identifying operational challenges within bid writing, resolving where possible or escalating to appropriate colleagues within the School and wider Faculty, in collaboration with the Employer engagement Team and BDU;
5. Working collaboratively with the Employer Engagement Team to support the continued development of the WELS bid library, establishing and maintaining within this a bank of essential school information for tenders, to support reuse of content where possible and drive efficiencies in process and practice as appropriate;
6. Providing regular and accurate reporting on progress towards completion of the bid to relevant School and Faculty colleagues;
7. Working with faculty colleagues, curriculum/apprenticeship teams, BDU and other units, to support a robust and effective process for generating bids for tenders to support growth in our apprenticeships business;
8. Advising on regional capacity to deliver new business and understanding of the competitive landscape in each region relating to the activity of other HEIs, to support prioritisation and decision making around investment in bidding activity.
9. Working with the Faculty Head of Employer Engagement to ensure an effective post-outcome review process for bids, ensuring we learn from both positive and negative outcomes and feedback;
10. Responding as appropriate to new challenges identified and taking on related duties as directed by senior staff within the school;
11. Support staff in the development of promotional materials and information guides on the apprenticeship process and run training events for colleagues to ensure Nations and Central staff have relevant skills to support the bidding process and pitching skills;
12. Work with the Head of Employer Engagement to run training events for colleagues to ensure Nations and Central staff have relevant skills to support the bidding process and pitching skills;
13. Any other duties that emerge in relation to supporting apprenticeship procurement and delivery within the School and Faculty.
14. To be a member of WELS Apprenticeships Operations Group – providing reports as required.

3. Person specification

Education, qualifications and training

- A first degree or equivalent education, or work experience at a comparable level

Knowledge, work and other relevant experience

**Essential:**
- Understanding of recent apprenticeship developments in the wider HE context and with employers and an ability to translated this knowledge to staff and employers;
- Knowledge, understanding and experience of the development and delivery of undergraduate and postgraduate programmes in FE/HE;
- Evidence of identifying risks; developing a risk register and proposing required actions to mitigate risk;
- Excellent ICT skills and a commitment to developing a high level of proficiency in the use of new ICT tools, communication methods and online working practices;
- Strong oral and online communication skills with the ability to lead as well as contribute to, informal and formal, documents;
- An ability to communicate with people from a wide range of experience and backgrounds including on complex technical, process issues;
- Excellent written communication skills with the ability to write clearly and succinctly to a specified brief;
- Evidence of working strategically within a team to contribute to the writing of bids and seeing them through to fulfilment of the tender specification.

**Desirable:**
- Experience or working within the Apprenticeship space and knowledge of the requirements for employers, students and providers offering apprenticeship within Health and Social Care;
- An understanding the Faculty’s ambitions and priorities with regard to apprenticeships.

Personal abilities and qualities

**Essential:**
- Strong influencing and negotiating skills
- Ability to simplify complexity, cope with uncertainty and thrive under pressure
- Confidence to work in a leadership role mobilising support from disparate, cross-functional teams
- Ability to prioritise effectively and to meet deadlines
- The ability to compile project reports and costing demonstrating effective numeracy skills.
4. Role specific requirements e.g. Shift working

Occasional travel to locations across England, and potentially other parts of the UK as the other nations begin to engage in the apprenticeship process.

Occasional requirement to work flexibly in order to meet deadlines.

5. About the unit/department

Faculty of Wellbeing, Education and Language Studies

The Faculty is made up of three Schools and the School of Health, Wellbeing and Social Care (HWSC) is the largest of these.

The Faculty and School are based in Milton Keynes with Nation offices in Belfast, Cardiff and Edinburgh, with our Student Support Team located in Nottingham. The majority of our 35,500 students are in the UK, but the Faculty also has students in the Republic of Ireland, Continental Western Europe and elsewhere in the world. The Faculty’s curriculum comprises programmes at undergraduate, masters and doctoral levels.

In this role you will be located within the School, reporting to the HWSC Head of Planning & Resources. You will, however, work closely with academic and academic-related colleagues across the Faculty and with our BDU where apprenticeships are being supported, developed and delivered.

The role is to enable us to develop and deploy consistent, scalable approaches to the development and delivery of apprenticeships across the School and in WELS. This is a new role in an area of significant potential for the school but where there are system and process challenges. Fulfilment of your role will require excellent communication skills deployed confidently across HWSC, WELS and BDU.

This is a new role in an area of significant potential for the school but where there are challenges around new curriculum, new delivery models and staff capacity. You will know you are successful when we have greater capacity to respond to opportunities to tender; when there is a clearer and more streamlined process in the School for bid writing; when key requirements are documented and accessible and we are more successful in the tenders we submit.

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 by email: Simone.davies@open.ac.uk

If you have any questions regarding the application process please 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.  
| | Write a covering letter indicating why you are interested in this post and how you believe you match the Person Specification in section 3. 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.  
| Please ensure that your application reaches the University by: | 12 noon on Tuesday 9th April 2019  
| | Applications received after the closing date will not be accepted.  
| E-mail your application to: | Your completed application should be returned electronically to Resourcing-Hub@open.ac.uk  

8. Selection process and date of interview

| The interviews will take place on: | Interviews are planned for Wednesday 24th April 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.