Job Description – Programme Manager

Reports to: Head of Curriculum Management
Grade 8
Full time, based in Milton Keynes
Fixed Term Contract Until: 31/07/2021

Key Responsibilities

Curriculum Development and Improvement
(i) Operational management of the allocated Qualification and Curriculum Management staff in their project management roles for curriculum;
(ii) Ensuring all curriculum approval documentation are up to date, provided for OU/FBL approval and appropriately recorded, to ensure that Faculty and University requirements are met in relation to module and qualification approvals;
(iii) Act as the primary link between curriculum teams, the Faculty administration and other areas of the University and outside organisations; representing the Faculty’s curriculum teams as necessary at meetings inside and outside the Faculty, regularly dealing with people at a senior level, and ensuring that Faculty and University requirements are followed in relation to curriculum presentation and production activities;
(iv) Facilitate communication between senior management and curriculum/project teams, advising such teams on the application and interpretation of University policy and procedures;
(v) Take responsibility for providing and updating curriculum or qualification information (programme specifications) on university systems and enter approval details for intra-Faculty qualification/curriculum links;
(vi) Manage the stocking and supply of curriculum materials in liaison with the Faculty Curriculum Planning Manager;
(vii) Ensure the preparation of qualification and module-related information on the programme curriculum, supplying content for curriculum-related publications (e.g. prospectus, Teaching with the OU, Curriculums & Qualifications website, Fingertips, etc.) and maintaining close liaison with the Faculty’s Marketing Group;
(viii) Support the Director of Teaching in responding to SST enquiries and other requests for information on curriculum/programme related issues from within and outside the University.

Programme Governance and Quality Enhancement
(i) Ensuring all documentation is in place for the programme committee annual review and regular quality enhancement monitoring;
(ii) Ensure that the business of the Board of Study reflects current University requirements and is carried out in accordance with current procedures as described in the Curriculum Management Guide;
(iii) With the Director, to develop the Board of Study meetings agendas, to ensure appropriate support to Board of Study meetings, and to circulate information to...
Board of Study members, to the Faculty administrator and to progress cross-Faculty links for modules and qualifications within the programme;

(iv) To implement University policy and initiatives (e.g. quality assurance, academic reviews, student retention, study pathways and patterns, e-learning, credit transfer, etc.) at programme level;

(v) As Board of Study Secretary, to be responsible for the administration of the Board of Study. This includes:
   a) maintaining accurate records of the qualification structure, qualification specification, curriculum map and prospectus entries for each of the qualifications in the programme, in liaison with the relevant Qualification Managers;
   b) providing support for the development of business appraisals for new modules and as proposed within the programme;
   c) preparing and submitting annual reports, accompanied by the External Advisers’ reports and the Faculty response to the reports;
   d) drawing up External Adviser contracts and developing clear communication with them;
   e) providing administrative support to external or internal reviews of the programme;

(vi) To serve as the primary link between the programme, qualification group and areas of the university that interact with the programme;

(vii) Manage programme specific external partnerships and relationships with professional bodies;

(viii) To liaise with Marketing over the commissioning of market research;

(ix) Communicate relevant information to students via programme based Curriculum Managers, strengthening the coherence of the programme.

Financial Management

(i) Manage implementation of allocated Programme budgets for curriculum and teaching;

(ii) Provision of relevant budgetary information to Director of Teaching and BAG for approvals and HCM for budgetary management reports;

(iii) Prepare resource forecasts and bids related to production and presentation on behalf of curriculum/project teams liaising with the Faculty deanery and other areas of the University to ensure appropriate costings are prepared;

(iv) Implement the costing tool with reference to the University’s curriculum types, producing meaningful reports in accordance with the requirements of the Faculty;

(v) Manage programme and curriculum budgets in collaboration with relevant administrators, exercising authority to sign off expenditure against agreed budget heads, and advising teams of any implications arising from such expenditure;

(vi) Initiate external consultancy contracts, monitor progress and ensure completion of work and payment of fees.

Resource management and workload planning

(i) Work with HCM to ensure AR staff allocation/reallocation meets Faculty priorities and requirements;

(ii) Be responsible for the line management of specified academic related staff working on modules within the programme and undertaking duties required of a line manager (e.g. sick leave management, annual leave approval, performance management);

(iii) Contribute to objective setting and providing support to the management of programme staff (Curriculum Assistants and the Programme Administrator) in collaboration with the Head of Curriculum Management;
(iv) Serve on interview panels as required, and contribute to the induction, training, development of academic related staff;

(v) Undertake capacity planning and negotiation of appropriate workload levels of specified academic related staff in conjunction with the Head of Curriculum Management to ensure appropriate level of curriculum and project staffing;

(vi) Prepare (with Director of Teaching) timely and accurate workload requirement plans which informs Academic staff allocation /reallocation to meet Programme curriculum and teaching needs;

Other Duties

(i) Participate in appropriate self-development activities;

(ii) Such other appropriate duties as directed by the Head of Curriculum Management (with the agreement of AD, Curriculum and Quality/or AD, Learning and Teaching).

Skills and Experience

Essential

- A first degree in any subject, or equivalent background education, or work experience at a comparable level;
- 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.
- Excellent people management skills with the ability to lead a large diverse team and manage the performance and development of individual staff members;
- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict;
- Ability to work with and prepare budget management information;
- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure;
- Ability to contribute to and manage staff within strategic frameworks for curriculum development, learning design and assessment; anticipate and analyse problems, propose workable solutions, manage and resolve conflict;
- Excellent oral and written communication skills, including the ability to interpret policy and disseminate information effectively to a wide range of audiences;
- Effective team-working and interpersonal skills, including the ability to work proactively 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;

Desirable

- A professional and/or postgraduate management qualification.
- Experience in an educational environment;
- Experience of working in a changing environment.
- Awareness of external factors affecting the OU;