**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>14574</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Strategy Manager (Policy Support)</td>
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<tr>
<td>Reports to:</td>
<td>Head of Strategic Opportunities and Insight</td>
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<tr>
<td>Salary:</td>
<td>£50,618 - £56,950 depending on qualifications and experience</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>9</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>18 months from start</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 Hours, Monday to Friday</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday 19 April 2018</td>
</tr>
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</table>
| Type of application form accepted: | • Your completed application form (short version)  
|                           | • Your CV, which should also indicate how you meet the person specification |
| Number of referees required: | 3                             |
| Unit recruitment contact: | strategy-info-recruitment@open.ac.uk |
2. Summary of duties

Background
It is an exciting time for the University: the market is changing rapidly; new private competitors are entering our market; technology is threatening to disrupt traditional models of Higher Education; and the policy environment is changing fast including the launch of a major review into post-18 education in England.

The Strategic Opportunities and Insight Team, within the Strategy and Information Office, operates at the heart of the University to advance its core mission. Principal activities are: to deliver strategic intelligence aimed at broadening the exposure and understanding of the external environment; to deliver robust analytical projects that enable the University to respond to the challenges and opportunities presented at home and overseas; and to provide analysis and insight to help develop the OU’s objectives with respect to government policy.

Following the changes to university funding in England which took effect during the 2012-13 academic year, the number of students taking part time degree courses has significantly reduced. Total part time FTEs in England have declined by c.40% since 2011-12, and headcount has fallen by c.50%. There is widespread acceptance that the reduction in the number of part-time students was an unintended consequence of the 2012 reforms, and there is likely to be political will to amend the current funding structure to correct this, but there is no clarity on how best to achieve this. We are recruiting a fixed term Senior Strategy Manager (policy support) for the next 18 months to lead on the production of analysis to help shape the ongoing policy debate about how best to support part-time students.

We are looking for a leader who will bring rigorous data analytics skills, business problem-solving abilities, excellent team leadership skills and a commitment to professional development. In particular, we are seeking candidates who are able to apply fresh, innovative ways of thinking and working to the opportunities and challenges facing the university.

This position is an 18-month fixed term role starting as soon as possible. Flexible working including condensed hours, limited homeworking and part time hours (minimum 26 hours per week) may be considered for this position.

Role purpose

- To work on or lead analytical projects to assess the impact of possible UK government policy changes: starting from unstructured questions, planning the projects, undertaking research and analysis and presenting findings to senior members of the University
- To coordinate data gathering across the University and undertake analysis in response to requests for analytical information to support research and communication around the impact of both current and possible changes to UK government policy
- To monitor the UK political landscape and funding environment to assess implications of developments on the OU; and, where appropriate, to provide rigorous analytical outputs to help inform senior members of the university on what the OU’s position on developments should be and to support them in shaping the debate around funding for part-time
- To support the Strategic Opportunities and Insight Team on other activity as required
- To support the professional development of the team in strategic analysis and the appropriate use of consulting frameworks, methods and tools
- To support the objectives of the Vice-Chancellor and the Executive leadership
### Requirements (E = Essential/ D = Desirable)

#### Education, qualifications and training

An upper second class undergraduate degree or equivalent is essential. A postgraduate degree or MBA is desirable

#### Knowledge, work and other relevant experience

**Essential:**

Experience leading strategic analysis and strategy development:

- Record of achievements in at least one of the following areas: assessing partnerships or commercial due diligence, sizing and costing growth opportunities or policy proposals
- Experience from any sector of proactively identifying ways to capitalise on changes to public policy
- Record of providing the intellectual direction on unstructured strategic questions
- Experience of developing outputs in Microsoft PowerPoint format and presenting to senior executive level audiences

**Desirable:**

- Experience of strategic consulting to senior clients in the commercial or public sector
- Knowledge or experience of the higher education or public sector
- An understanding of the practicalities of policy development and legislation

#### Personal abilities and qualities

**Essential:**

Strong analytical skills:

- Ability to identify strategic questions and form hypotheses based on limited information, including the ability to understand what evidence would be required to assess the impact of proposed policy solutions and how to obtain it
- Understanding of analytical frameworks used in strategy development
- Ability to manipulate and analyse data using Microsoft Excel
- Understanding of qualitative research and analysis
| Ability to interpret public policy and translate into ramifications for the OU and the sector, and |
| Excellent interpersonal and leadership skills: |
| Ability to manage and communicate clearly with a wide range of stakeholders in a large and complex organisation |
| Experience leading diverse individuals to solve complex business problems |
| A strong interest in social justice |

**Desirable:**
- Experience of communicating complex policy messages to a range of audiences through a range of channels
- Experience of financial modelling and forecasting
- An understanding of statistics and experience of statistical software packages such as Tableau

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

None

### 5. About the unit/department

**About the Strategy and Information Office**

The Strategy and Information Office is led by the Director of Strategy who is a member of the Vice-Chancellor’s Executive and reports to the University Secretary. The Strategy and Information Office plays a critical role in enabling others to be successful in supporting The Open University and its students by:

- having a fit-for-purpose strategy that is understood and supported by the organisation;
- improving The Open University’s ability to make the right change, and make the change right; and
- making data and insight a source of competitive advantage for the University, for the benefit of students.

The principal tasks of the Strategic Opportunities and Insight team are to provide:

- Strategic insights into key external issues and opportunities to inform the University’s strategy and plans;
- Strategic analysis and data for the University to enable it to identify development opportunities;
- Expertise to inform the University Executive on how to deal with specific challenges including identifying issues, forming hypotheses, synthesising conclusions and helping implement change to achieve measurable impact;
There are currently approximately 50 staff in the Strategy and Information Office, divided between the unit’s core functions of Strategy, Change and Data & Insight. It is a forward-looking Office that is serious about how we make the Open University and its students more successful. We have seven team principles that guide how we do our work:

1. Proactive and challenging - more ambitious for the organisation and our people
2. Visible to the organisation - a role model
3. Open and transparent
4. Flexible and seeking to continuously improve – both what we do and how we do it
5. Take a ‘wide’ view of our customers – the organisation as a whole, and particularly our academic faculties
6. Look outside for insight
7. Build expertise

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 Avril Jamieson on 01908 659113 or email: avril.jamieson@open.ac.uk

If you have any questions regarding the application process please email: strategy-info-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 19 April 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>Sheila Mace, Recruitment Co-ordinator</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>PA to Director of Strategy</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>The Strategy and Information Office</td>
</tr>
<tr>
<td>Address:</td>
<td>The Open University, Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:strategy-info-recruitment@open.ac.uk">strategy-info-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

| The interview panel will be chaired by: | Claire Mitchell, Head of Strategic Opportunities and Insight |
The other members of the interview panel will be:

- Peter Brant, Senior Policy Adviser
- Louise McCourt, Senior Strategy Manager

The interviews will take place on: First interviews week commencing 30 April 2018

The selection process for this post will include: First and Second interviews

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.