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>14670</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Manager (Qualifications)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Curriculum Delivery</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,324 to £46,924</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon, 3rd July 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Rekha Ramesh</td>
</tr>
</tbody>
</table>
2. Summary of duties

Purpose Statement

- To manage a subset of qualifications within a specified subject area (Life, Health and Chemical Sciences). In collaboration with the Qualification Lead and Senior Manager (Teaching), provide qualification related support to the Director of Teaching, including leadership in interpreting and applying the University’s and Faculty’s strategic priorities and middle tier plans through effective integration of curriculum and Board of Studies related activities and to contribute effectively to the associated Board of Studies.

- To work very closely with the Head of Curriculum Delivery to ensure Faculty strategic decisions are properly communicated to support staff and reflected in the development and presentation of qualifications and modules.

- To work effectively as a member of the Senior Manager (Qualifications) group, under the guidance of the Head of Curriculum Delivery to ensure effective implementation of University policies e.g. learning and teaching strategy, Curriculum System implementation, assessment policy. Where applicable, to manage modules in presentation and production, working closely with academic and administrative staff to ensure that both the University and Faculty objectives, policies and procedures are implemented through effective liaison, the application of module model principles, the appropriate use of resource and timely delivery of module materials.

- To liaise with academic and administrative colleagues within the University, to ensure effective communication with students and to build positive relationships with such professional or academic organisations as are relevant to the qualification/s.

- To line manage a specified number of Curriculum Managers in collaboration with the Head of Curriculum Delivery, representing their interests, agreeing their workloads and contributing to their professional development.

- As part of the curriculum management leadership team, undertake other projects supporting either the curriculum management group or the curriculum itself, as specified by the Head of Curriculum Delivery.

Outline of job

Qualification Management

- Manage a subset of qualifications within a specified subject area. Taking a proactive management role in the implementation of Faculty and University objectives at the qualification level and, with the Qualification Director, taking responsibility for such action as may be necessary for ensuring that module teams operate within the framework of Faculty and University objectives

- Provide a proactive change management role at the pathway/qualification level in respect of new institutional developments impacting on curriculum development and presentation

- Take a leadership role on specific curriculum issues of Faculty-wide significance, and ensuring that other staff are fully briefed and supported

- Take a lead role in ensuring that curriculum resources are effectively and cost-effectively deployed, and taking responsibility for initiating remedial action when that is required

- Take a lead role in managing relationships between multiple module/curriculum teams and the administrative and operational areas of the University, and ensuring that there is effective problem solving in relation to any issues that may arise

- Ensure that, through the maintenance of the relevant systems, qualification/pathway information is appropriately recorded for use by other areas of the University

- Maintain Qualification websites and contribute to qualification level activity

- Ensure that SSTs are updated with any changes to the Qualification/s

- Carry out External Examiner Module Group and Cluster EAB administrative duties as appropriate

- Support the Head of Curriculum Delivery in areas of recruitment, training, support and staff appraisal/management for staff in curriculum areas
Project Management

- Ensure that module teams have available to them appropriate and accurate management information, such as in relation to student feedback, recruitment and retention levels, throughput to other modules, etc.
- Ensure that the qualification/pathway team has in place appropriate mechanisms for reviewing quality, standards and diversity issues
- Manage the development and specification of qualifications working with Qualification Leads and other academic staff, the Senior Manager (Curriculum) and colleagues in the Academic Policy and Governance area of the university as needed
- Undertake responsibility for managing a specified number of modules or projects, developing module materials which align with Faculty and University requirements and proceed to schedule, specification and within the allocated resources
- In partnership with the Module Team Chair, arrange and support module team meetings (both face to face and on-line), writing agendas, notes, reports and papers for such meetings, and following up on module team decisions
- Manage the presentation and production of new or annually updated teaching/learning materials/activities and ICT components
- Monitor and progress the production of examination papers and other confidential module materials; carry out Module Result Panel Administrative Duties as appropriate

Information Management

- Act as the primary link between module teams, the Faculty administration and other areas of the University and outside organisations; representing the Faculty’s module 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 module presentation and production activities;
- Facilitate communication between senior management and module/project teams, advising such teams on the application and interpretation of University policy and procedures;
- Take responsibility for providing and updating relevant qualification information on university systems;
- Oversee the management of the stocking and supply of module materials in liaison with the Manager, Production and Presentation Operations and warehouse;
- Prepare module and qualification related information, providing timely advice to students, tutors and University staff by supplying content for module-related publications (e.g. prospectus, Module & Qualifications website, Knowledge Management System, etc.) and maintaining close liaison with the Faculty’s Marketing Group;
- Respond to student and tutor enquiries and other requests for information on a wide variety of module/programme related issues from within and outside the University

Budget Management

- Prepare qualification-related resource forecasts and bids related to production and presentation on behalf of module/project teams liaising with the Faculty deanery and other areas of the University to ensure appropriate costings are prepared;
- Provide costings for Opportunity Review/Investment Case submissions for modules planned for inclusion into qualification/s;
- Monitor and manage module budgets within your qualification(s) in collaboration with relevant administrators, exercising authority to sign off expenditure against agreed budget holders, and advising teams of any implications arising from such expenditure;
- Oversee initiation of external consultancy contracts, monitor progress and ensure completion of work and payment of fees.
Policy and Procedures

- With the Qualification Lead/Director of Teaching, be responsible for module teams acting in the light of wider university and unit policies and procedures, for example, in relation to retention issues, the implementation of online delivery and such other developments bearing on module teams;
- Advise module teams in the pathway/qualification of University and Faculty policies and curriculum models during the development of the module proposals and specification to ensure adherence to these policies.

Staff Management

- Be responsible for the line management of specified academic related staff working on modules within the Board of Studies portfolio and undertaking duties required of a line manager (e.g. objective setting, sick leave management, annual leave approval, performance management, agreeing workloads);
- Serve on interview panels as required, and contribute to the induction, training, development of academic related staff;
- Undertake capacity planning and negotiation of appropriate workload levels of specified academic related staff in conjunction with the Head of Curriculum Delivery to ensure appropriate level of module and project staffing. This will include providing timely, accurate information on requirements from curriculum support to the Teaching Manager to enable them to line manage the Curriculum Support Coordinator and provide appropriate and adequate G5 Curriculum Support.

Other Duties

- Participate in appropriate self-development activities
- As part of the curriculum management leadership team, undertake other projects supporting either the curriculum management group or the curriculum itself, as specified by the Head of Curriculum Management.

Key relationships:

- Head of Curriculum Delivery
- Other STEM Senior Managers (Qualifications)
- Teaching Manager associated with qualifications
- Other STEM Senior Managers (Teaching)
- Associate Dean (Student experience)
- Associate Dean (Curriculum)
- Student Support Teams associated with the Board of Studies
- Curriculum Managers associated with modules within the qualification
- Curriculum Support Coordinator and Curriculum Assistants
- Relevant qualification accreditation bodies, where applicable

3. Person specification

Requirements  (E = Essential/ D = Desirable)

**Education, qualifications and training**

- A first degree or equivalent qualification or work experience at a comparable level (E)
- A first degree in a STEM subject (D)
### Knowledge, work and other relevant experience

**Essential:**
- Experience of project management within a STEM context (E)
- Experience of managing or having the ability to manage a project to completion, including: specification, planning and scheduling, control of workflow, quality management, resource and budget management, administration, and prioritising conflicting demands (E)
- Experience of working in a changing environment, and a keenness to work with new policies and procedures (E)
- Knowledge of and commitment to Equal Opportunity policies and practice and Diversity principles (E)

**Desirable:**
- Direct knowledge of interactive STEM learning systems and software. (D)
- Experience of international teaching and learning collaborations and the issues involved in such collaborations. (D)
- Experience of working with budgets within strong constraints. (D)
- Proven experience of working with large teams including members with diverse priorities. (D)

### Personal abilities and qualities

**Essential:**
- Ability to anticipate risks, analyse problems, propose timely and workable solutions and manage and resolve conflict. (E)
- Good information and communication technology (ICT) skills, a commitment to developing existing ICT skills, and a willingness to learn about ICT systems specific to module management. (E)
- Appreciation and experience of working to agreed quality standards and a commitment to developing and monitoring the effectiveness of performance indicators and standards. (E)
- Effective team working and interpersonal skills, including ability to work pro-actively and independently, experience of building good relationships, and managing, organising and coordinating others to work flexibly and responsively across boundaries. (E)
- 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. (E)
- Proven ability to organise own workload to ensure objectives are met within resource constraints, whilst remaining effective under pressure. (E)
- Good communication skills, including the ability to interpret and convey information effectively in written and oral form, and the ability to persuade and influence others in a constructive way without having the authority to compel. (E)
- Excellent attention to detail in both language and data. (E)

**Desirable:**
- Appreciation of the role of different media to support learning and teaching. (D)
- Awareness of important issues in the higher education sector and a familiarity with the role and scope of the Open University in the UK’s HE system (D)
- Ability to be self-critical and reflective in relation to own role and work, and to learn from experience; the ability to operate with integrity, accountability and commitment (D)

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

n/a

5. **About the unit/department**
The Faculty of Science, Technology, Engineering & Mathematics

The Faculty of Science, Technology, Engineering and Mathematics (STEM) comprises:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting more than 20,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £20M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

**We are inclusive:**
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

**We are highly innovative:**
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

**We deliver significant social and economic impact:**
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill shortages across the UK

**The Deanery**

The Deanery is the administrative hub of the Faculty and comprises of four teams:

- Curriculum Support
- Faculty Administration
• Laboratory Support
• Research & Enterprise Support

Comprising of the Executive Dean, Associate Deans, administrative and support staff, the Deanery manages the Faculty’s curriculum planning, module production and presentation; Laboratory infrastructure; specialist IT support; finances; human resources; and cross Faculty management of the research & enterprise activities.

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 Nick Adams on 01908 654605 or email: Nick.Adams@open.ac.uk

If you have any questions regarding the application process please contact Rekha Ramesh on 01908 659037 or email: STEM-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Your application should contain:</th>
<th>A long application form and A statement about why you are suitable for the post making reference to any relevant experience that you have. Please relate your statement to the above Person Specification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please ensure that your application reaches the University by:</td>
<td>Noon, 3rd July 2018</td>
</tr>
<tr>
<td>E-mail your application to:</td>
<td><a href="mailto:STEM-Recruitment@open.ac.uk">STEM-Recruitment@open.ac.uk</a></td>
</tr>
<tr>
<td>Or post it to Name/Job title:</td>
<td>Rekha Ramesh, Staffing Adviser</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Deanery, Faculty of Science, Technology, Engineering &amp; Mathematics</td>
</tr>
<tr>
<td>Address:</td>
<td>The Open University, Walton Hall, Milton Keynes, MK7 6AA</td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

| The interview panel will be chaired by: | Derek Sheills |
| The other members of the interview panel will be: | To be confirmed |
| The interviews will take place on: | To be confirmed |
| The selection process for this post will include | To be confirmed |
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.