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>14817</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Project Manager</td>
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<tr>
<td>Reports to:</td>
<td>Senior Project Manager, International Development Office</td>
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<tr>
<td>Salary:</td>
<td>£39,992 circa</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade</td>
<td>8</td>
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<tr>
<td>Duration of post:</td>
<td>Temporary until 5 November 2019</td>
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<tr>
<td>Working hours:</td>
<td>Full Time (37 hours)</td>
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<tr>
<td>Location:</td>
<td>The post holder is required to be based in Scotland and will be provided with a work base in the University’s offices in Edinburgh. The Open University in Scotland 10 Drumsheugh Gardens Edinburgh EH3 7QJ</td>
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<tr>
<td>Closing date:</td>
<td>Noon – 11 July 2018</td>
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<td>Type of application form accepted:</td>
<td>CV and Open University (OU) short application form with covering letter (no more than two sides of A4) detailing how you meet the required criteria in the person specification.</td>
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<tr>
<td>Number of referees required:</td>
<td>3</td>
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<tr>
<td>Unit recruitment contact:</td>
<td>Claire Nappin</td>
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</table>
### Purpose of Role
To set up, manage, and help implement international development projects within the TESSA programme, including the Zambia Education School-based Training (ZEST) project. The Project Manager will be able to use evidence and good practice in project management approaches recognised by The Open University, applied appropriately for international development projects. This role will work closely with the Teacher Education in Sub-Saharan Africa (TESSA) Senior Project Manager, TESSA and ZEST Academic teams and with project partners in priority African countries to ensure effective delivery of project activities and achievement of outcomes, including dissemination of key learning to participants and decision makers.

### Main Responsibilities
- Support the establishment and functioning of appropriate project governance and management structures to provide effective project oversight
- Develop, maintaining and progressing project plans within the scope of the project deadlines, milestones and deliverables, ensuring that the project keeps to schedule and within budget
- Represent the interests of the OU’s International Development work and projects, including developing partnerships with delivery partners to ensure effective implementation of the ZEST project and sharing of key learning and policy recommendations, exploring and capitalizing on synergies between the project and TESSA, as well as other areas of the OU’s work. Be able to take on this responsibility for additional projects within the TESSA programme
- Build and maintain cohesive project teams, working closely with the Academic Leads, the project academic team, and key partners to identify and facilitate the evaluation of different implementation options to enable selection of appropriate approaches
- Manage project budgets and ensure effective, efficient and transparent use of resources. Ensure all moneys are spent in line with OU and donor requirements and that appropriate records and tools are in place to meet audit requirements as well as proactively manage financial risk. Ensure procurement procedures are in line with Open University and donor procedures and represent good practice and value for money
- Use agreed risk management framework. Identify and evaluate risks, escalating where appropriate. Where necessary, develop, agree and implement solutions to overcome these
- Mobilise and support academics and consultants to effectively provide input to projects
- Ensure processes are in place to capture projects contribution to impact, change, and learning - ensuring perspective from learners are included in project feedback
- Work closely with Academic colleagues to identify opportunities for research
- Conduct timely project reviews, ensuring that project progress, lessons learnt, risks, issues and other agreed information, are appropriately disseminated, escalated and acted upon
- To produce timely progress reports and respond to requests for project information as required by project donors and the OU
- Provide technical inputs to projects and partners to:
  - enable effective implementation of project activities and trainings
  - ensure the development of project course, training and other materials in line with project objectives
- build capacity of partners and Ministry officials to aid effective delivery, embedding and sustainability of project approaches, in particular focused on the application and use of open educational practices and active teaching and learning approaches
  - Support OU in Scotland (OUIS) and IDO to engage with the international development sector in Scotland, key organisations and policy groups through communication of project news and findings

All members of International Development Office (IDO) staff are required to:
- take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by their acts or omissions at work including maintenance a healthy work-life balance
- attend appropriate staff development events
- to carry out other tasks as specified from time to time by the Director of IDO
- to demonstrate a strong commitment to the principles and practice of equality and diversity

3. Person specification

Requirements  (E = Essential/ D = Desirable)

**Education, qualifications and training**

- A degree or equivalent experience (E)
- Evidence of Continuing Professional Development (D)

**Knowledge, work and other relevant experience**

**Essential:**
- Experience of managing the delivery of work in a project environment ideally in sub-Saharan Africa
- Experience of coordinating a team to achieve project objectives
- Experience of budget management
- Experience managing change within the education sector

**Desirable:**
- Experience working within a multi-stakeholder environment
- An appreciation of the significance of Open Educational Resources for the tertiary education sector
- An understanding of the business of the Open University and its quality standards

**Skills, capabilities and qualities**

**Essential:**
- Excellent written, oral and presentation skills
- Awareness and understanding of ‘best practices’ in all aspects of project management
- Strong IT skills and the ability to use a range of software packages including Microsoft Office, Dropbox and SharePoint
- Ability to manage a project using a formal methodology
- A sound understanding of and a commitment to equal opportunities and diversity
Desirable:

- Experience of digital communications including social media

Special Working Conditions

- Experience of dispersed team working and communication

4. Role specific requirements e.g. Shift working

Requirement to travel to Zambia and other countries in Africa for a number of weeks per year and on occasion to work from the IDO office in Milton Keynes (approx. 3 times a year)

5. About the unit/department

The International Development Office is a part of the External Engagement Group

The key roles of the External Engagement Group (EEG) are to help the University to respond to the opportunities in the external environment and to project the University effectively to that outside world, to contribute to the successful delivery of the University’s Mission, Vision and Strategic objectives.

Under the leadership of the Chief Commercial and Strategy Officer, the External Engagement Group (EEG) comprises the University’s principal externally-facing Units – the Marketing Unit, Business Development Unit, Development Office, International Development Office and Communications Unit.

The International Development Office

The International Development Office (IDO) supports and encourages the development of sustainable, scalable funded programmes by promoting and strengthening local partnerships to help build human capital. IDO works collaboratively with colleagues across the OU to use the University’s expertise in distance learning and electronic media, and to support teaching and research capacity building partnerships at scale.

IDO provides a professional hub for managing the international development programmes. It does this by providing effective and robust project and programme management, and supporting the academic programme directors from the scoping stages through to implementation and delivery of programmes with the partner organisations and governments.

IDO’s current primary focus is to capitalise on the OU’s strategic advantage and proven capabilities to encourage the development of sustainable, scalable programmes in Africa and South Asia in four areas:

1. Building capacities of frontline education workers: Providing large-scale solutions to develop the core knowledge and practices of teachers and teacher educators, and introduce systemic improvements at all levels of the education system.

2. Building capacities of frontline health workers: Designing innovative learning resources and pathways for frontline health and WASH workers to support systemic improvements in the quality and accessibility of essential health services.

3. Increasing access to Higher Education: Bringing solutions to the global challenge of creating and supporting equitable access to high quality, affordable and relevant higher education.

Revolutionising learning in international development: Providing the international sector with innovative approaches to learning to ensure that practitioners and volunteers have the skills they need to achieve the sustainable development goals.
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 or have any questions regarding the application process please contact Claire Nappin, on +44 (0) 1908 659 159 or email OUDO@open.ac.uk |

7. The application process and where to send completed applications

| Please ensure that your application reaches the University by: | Noon – 11 July 2018 |
| Post it to: | Claire Nappin |
| Name/Job title: | Staffing and Resources Coordinator |
| Department/Unit: | Development Office |
| Address: | The Open University  
1st Floor Jim Burrows Building  
Walton Hall  
Milton Keynes  
Buckinghamshire |
| Post Code: | MK7 6AA |
| Or e-mail your application to: | OUDO@open.ac.uk |

8. Selection process and date of interview

| The interview panel will be chaired by: | To be confirmed |
| The other members of the interview panel will be: | To be confirmed |
| The interviews will take place on: | w/c 16 July 2018 |
| The selection process for this post will include | The interview will be conducted in Edinburgh and include a 1-hour project related task, provided on the day, followed by a 1-hour discussion with a panel. |
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 and time will not be accepted.