

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

Vacancy reference	21486
Job title:	Depute Director (Strategy, Planning and Resources)
Reports to:	Director, The Open University in Scotland
Salary:	From £74,351
Terms and conditions:	Academic Related
Grade	Senior Staff Band 1
Duration of post:	Permanent
Working hours:	Full Time (37 hours)
Location:	This role is contractually based in the Edinburgh office. Regular attendance in the office is required (at least 2 days a week), with both the cost and travel time to do this being the responsibility of the employee and not compensated by the University.
Closing date:	5pm on 20 March
Number of referees	3
Unit recruitment contact:	Scotland-Recruitment@open.ac.uk

2. Summary of duties

About the role

- To uphold the reputation of the University within Scotland through strategic planning, sound financial management and effective engagement with stakeholders.
- To lead on business planning for The OU in Scotland and the outcome agreement process with the Scottish Funding Council
- To have oversight of both the internal and external policy environments to ensure the University is compliant with statutory requirements and regulation.

Key responsibilities

- Liaise with the Scottish Government, the Scottish Funding Council and other relevant bodies on funding and financial support,
- Oversee engagement with the Scottish Funding Council in relation to the development of the outcome agreement.
- Lead the Support Services Team and manage resources on behalf of the Nation Director, including financial and human resources, accommodation, facilities, graduation ceremonies and records management, in compliance with relevant statutory, regulatory and University requirements.
- Lead the Planning & Data Team to provide management information for The Open University in Scotland including the preparation of statutory returns.
- Oversee business planning and risk management within The Open University in Scotland.
- Act as the key point of contact with other units within the University in relation to planning, compliance and funding, with particular regard to providing assurance to Scottish Government and Scottish Funding Council.
- Lead on equality, diversity and inclusion, and sustainability for The Open University in Scotland.
- Oversee management of the University's physical estate and technological infrastructure in the Edinburgh offices.
- Liaise with university secretaries in Scotland and represent The OU in Scotland at the Universities Scotland Secretaries Group.
- Manage the Directorate PA Team and deputise for the Director, Scotland where appropriate.

3. Person specification

Requirements (E = Essential/ D = Desirable)	
<u>Education, qualifications and training</u>	
Essential:	Degree Level or equivalent Evidence of updating and continuing professional development.
Desirable:	Relevant professional qualifications
<u>Knowledge, work and other relevant experience</u>	
Essential:	Awareness of the external environment and government policies as they impact on further and higher education in Scotland. Recent or current experience within adult, further or higher education or a related field. Experience of managing staff and activities. Knowledge of, as well as commitment to, equality, diversity and inclusion practice
Desirable:	Experience of managing staff and activities, and of applying employment law. An understanding of OU systems and mode of delivery of HE Recent or current experience of staff development and training.
<u>Personal abilities and qualities</u>	
Essential:	Excellent verbal and written communication skills Demonstrable experience in leading teams Ability to manage competing priorities Computer literacy, sufficient to use IT systems effectively as planning and management tools. Knowledge and experience of budget management. Project management skills
Desirable:	Knowledge and experience of budget management within a devolved framework.

4. Role specific requirements e.g. Shift working

Role holder may be required to attend meetings/events at various locations across the UK for business, training and stakeholder management purposes

We offer hybrid working but the post holder will be expected to attend the Edinburgh office at least 2 days per week.

5. About the unit/department

The Open University in Scotland is an integral part of the Scottish higher education community and actively involved in the development of higher education policy alongside the other 18 higher education institutions in Scotland. Since April 2000, the teaching of OU students resident in Scotland has been funded by the Scottish Funding Council.

With over 19,500 students, Open University students can be found in virtually every postcode district and community in Scotland. Social justice and equality of opportunity are at the heart of everything the OU does and widening access to higher education is the ambition on which it was founded. The Open University is committed to extending opportunities for educational success to all who wish to realise their ambitions and fulfil their potential. The OU's open access policy, flexible part-time delivery, its national bridging programme with schools, college articulation agreements and geographical reach position us well as Scotland's national widening access university. More than 20% of new undergraduates join without standard university entrance qualifications, 28% of OU students in Scotland declare a disability and 21% of new undergraduates live in Scotland's 20% most disadvantaged areas (based on the Scottish Index of Multiple Deprivation).

With over 70% of our students in work while they study with us, The Open University in Scotland occupies a unique place in terms of developing the Scottish workforce. We work closely with employers, trades unions, public sector bodies, institutes, private, third sector and community organisations, universities, colleges and schools across the whole of Scotland.

Over 160 academic, administrative and support staff operate from the OU's office in Edinburgh managing the University's business in Scotland with over 420 associate lecturers working across the country to support our students. The OU in Scotland

works in collaboration with colleagues across England, Wales and Northern Ireland as part of a UK wide, 4 nations university.

More information can be obtained from The OU in Scotland website at

www.open.ac.uk/scotland

6. How to obtain more information about the role or application process

We would welcome contact to discuss the role. Please email scotland-directorate-pa@open.ac.uk, if you would like to arrange an informal discussion prior to applying.

If you have any questions regarding the application process, please contact Scotland-Recruitment@open.ac.uk

7. The application process

All applications are completed online via the OU Job's page by registering and clicking the "APPLY NOW" link. Applications submitted via 3rd party websites will not be considered.


Access details for disabled applicants are available from the Open University in Scotland by emailing Scotland-Recruitment@open.ac.uk, quoting the vacancy reference above.

To apply for this role please submit the following:

- CV
- A personal statement, up to 1,000 words, that clearly identifies how you meet the criteria in the person specification. Please ensure that you provide relevant examples as evidence to support your statements. The selection panel will consider how well the information you provide demonstrates that you meet the criteria identified in the person specification.

To ensure that your file is uploaded to our system correctly, please make sure your document is saved with the following file name as appropriate to the vacancy you are applying for: 21486, surname, first initial.

8. Selection process and date of interview

The interview panel will be chaired by:	Susan Stewart, Director, Scotland
The other members of the interview panel will be:	TBC
The interviews will take place on:	Week commencing 8 April
The selection process for this post will include	Formal interview and presentation
	Please note: If you have not heard from us within two weeks of the application closing date, please assume that on this occasion you have not been selected for interview, however we thank you for your interest in The Open University and encourage you to apply for future positions.