

Job Description – Curriculum Manager

The OU is the largest academic institution in the UK and a world leader in flexible distance learning and cutting-edge research. The Faculty of Science, Technology, Engineering and Mathematics (STEM) is home to the OU’s courses and research on a wide variety of subjects ranging from biomedical, environmental, physical & chemical sciences to design, data-science, cyber-security and systems-thinking. Our work enhances the lives of millions of people throughout the world as we advance the OU’s mission of social justice and social mobility.

**Key Responsibilities**

The Curriculum Manager plays a key role in the development and delivery of modules and qualifications. Curriculum managers deliver effective project management and are responsible for moving curriculum projects forward. They ensure that modules and projects are delivered on time, to expected quality standards or external programme requirements and to budget, and that University policy and procedures are followed. They also provide essential administrative functions that support business-as-usual activities for curriculum in presentation and are a key point of liaison between the module team, qualification team, the rest of the University, students and others external to the University.

Duties will vary according to the curriculum/projects allocated but will typically include:

# Curriculum Development and Delivery

1. Project manage the development, production and updating of a variety of curriculum products in conjunction with a wide range of stakeholders; activities include business case preparation with associated costings, project set up, scheduling, managing governance and approvals, resource, quality and risk management, and reporting.
2. Administer the regular maintenance and presentation of a variety of curriculum products in conjunction with academic and professional services staff including operational planning, scheduling, stock control, resource and quality management, and reporting.
3. Maintain accurate curriculum data records using University systems, present data and provide reports as required.
4. Ensure effective communication of information to students, academic colleagues and professional services staff with respect to the production and maintenance of curriculum products.
5. Act as committee secretary/administrator to relevant meetings (module team meetings, module result panels, etc) and support the academic chairperson, including the organisation of meetings, preparing the agenda and recording minutes.

# Curriculum Governance Support

1. Ensure allocated curriculum is within and meets OU and faculty policy and procedures including the implementation of any new or changed requirements, advising and working with academic and professional services staff as required.
2. Provide data, reports and information as required to support University, faculty or external quality assurance requirements.

# Resource Management

Manage the resource budgets for allocated curriculum, working with the academic team and professional services staff to forecast, monitor and manage resource use to agreed targets and outcomes providing reports and data as required.

# Other Duties

1. Participate in appropriate self-development activities.
2. Undertake other duties as specified and agreed with line manager or Head of Curriculum Management.

# Skills and Experience

# Essential

* A first degree in any subject, or equivalent background education, or work experience at a comparable level.
* Competent IT user (particularly standard MS Office applications), with a commitment to developing existing IT skills and a willingness to learn about IT systems specific to curriculum management.
* 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 communication and reporting, stakeholder engagement, and the management of risk, quality and resources.
* Proven ability to organise own workload and prioritise conflicting demands to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure.
* Ability to 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.
* Ability to build relationships through effective team-working, negotiating, and interpersonal skills
* The ability to work pro-actively and independently to accommodate change and work flexibly across boundaries.
* 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.
* A strong commitment to excellence in working with a diverse student population, applying equality, diversity, and inclusion policies and practices that promote equity.

# Desirable

* A first degree in a STEM subject
* Experience in an educational environment.
* Experience of working in a changing environment.
* Experience of budgeting and budget monitoring.
* Awareness of external factors affecting the OU.

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