University of Edinburgh

1. Job Details

Job title: Academic Programme Manager (60% of FTE)

School/Support Department: Office of Lifelong Learning

Line manager: Continuing Personal Education Co-ordinator

2. Job Purpose

Review, develop, manage and promote Open Studies courses in designated subject areas. Taking a strategic and proactive approach, identify the need for courses, liaising with University Schools and external bodies where appropriate. Recruit and manage tutors, and support students.

3. Main Responsibilities

Approx. % of time

1. Review, develop and manage the Art & Architecture and History sections in the Open Studies programme, and contribute to programme review, planning and development, to ensure sustained interest and broaden recruitment.

2. Plan, develop and manage courses and curricula, working with established and new tutors, liaising with University Schools to present new courses for validation, and review courses annually, in line with the Scottish Credit and Qualifications Framework and School protocols.

3. Manage course tutors, providing support and academic guidance in course development, teaching and assessment, through class visits, individual and group meetings, monitoring marking standards, and dealing with appeals. Contribute to general and section-specific tutor development.

4. Support students, giving course choice advice, acting as Director of Studies for students on progression pathways, and dealing with extension requests and other planned and ad hoc academic issues and enquiries. Liaise with the Student Support Officer to implement support for disabled students, and provide references and study support.

5. Maintain an awareness of academic developments specific to the subject area(s), assessment practice and other issues for adult learners e.g. Teachability, in order to develop policies and procedures to support programmes in line with quality systems.

6. Liaise with University Schools/outside bodies for the purposes of course validation, widening participation, and course promotion, and contribute to joint initiatives within the University as appropriate.

7. Contribute to the creation of course information for brochures, website and other promotional materials by proofing, editing, and recommending changes with a view to improving recruitment. Advertise courses in co-operation with tutors.
8. Contribute, where possible, to teaching within the Open Studies programme. n/a

4. Planning and Organising
Plan courses for the Open Studies programme. Manage designated subject sections, checking enrolments and attendance, reviewing demand and provision, and preparing a varied and dynamic programme of courses year-on-year. Prepare new course proposals and participate in the validation processes. Maintain selected records in liaison with the relevant clerical staff, including assessment development and delivery, and subject specific tutor development activities. Participate in the assessment, examination and moderation processes.

5. Problem Solving
Monitor tutor performance via class visits and evaluation of student feedback, and resolve problems, such as tutor absences, discrepancies in marking standards, and contact/meet with student directees when problems arise.

6. Decision Making
Decide on tutor recruitment and teaching allocation. Design subject sections with an appropriate balance between credit and non-credit courses. Monitor tutor marking as part of the moderation process. Lead on and/or contribute to a range of student related issues such as extensions for course work.

7. Key Contacts/Relationships
Work within OLL's line management and academic policy structure. Develop effective line management relationships with tutors. Develop contacts with University staff in relevant Schools and support areas. Participate in committees and outside events and build relationships with key University staff and external contacts to raise the profile of OLL, as appropriate.
Develop and maintain professional links, including external examiners, and other education providers and partners as appropriate.

8. Knowledge, Skills and Experience Needed for the Job
Knowledge of subject areas at Higher Education level. Knowledge of the needs of adult learners, and experience of teaching adults. Negotiating, organising, and planning skills. Excellent communication skills. Experience of project / programme and people management, and student support. Graduate in a relevant discipline.

9. Dimensions
Generic:
Quality report: contributions made regarding the above academic sections
Interim VB for Continuing Education
Reports for annual planning cycle
Academic policy meetings attended and contributed to

Specific: Based on the 2004-5 academic year, figures for each section are approximate, as follows:
History Section: Tutors: 23 Courses: 58 Students: 469
Art and Architecture Section: Tutors: 17 Courses: 47 Students: 478

As well as liasing with the History and Classics and Arts, Culture and Environment Boards of Study for OLL course validation purposes, I am also one of the external members for each board, reporting verbally and in writing to my line management about this as well as Interim Validation Board for Continuing Education meetings.
I liaise with many relevant external organisations in the teaching and public relations interests of my sections, e.g. Historic Scotland, National Museums and Galleries, National Library, National Archive, Royal College of Surgeons, externally: Internally, I have contributed to programmes at Talbot Rice Gallery, The Library and other College bodies such as Knowledge Transfer.

10. Job Context and any other relevant information
Recruit and manage subject tutors who are drawn from diverse backgrounds. The work of harmonising systems for OLL provision with that of undergraduate schools and CHSS is set to continue. Externally, commercial pressures, issues in public relations and financial limitations may influence these activities further.