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>15907</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Law School Secretary</td>
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<tr>
<td>Reports to:</td>
<td>Head of Law School</td>
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<tr>
<td>Salary:</td>
<td>£22,659 to £25,482</td>
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<tr>
<td>Terms and conditions:</td>
<td>Secretarial &amp; Clerical</td>
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<tr>
<td>Grade:</td>
<td>GR5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>FTC for 2 years</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>12 noon Tuesday 14th May 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Electronic</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>2</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Resourcing-hub@open.ac.uk">Resourcing-hub@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

Job Summary

To provide a personal and confidential personal assistant service to the Faculty Senior Team and ensure that tasks within the portfolios are completed professionally and to deadlines. To provide more general secretarial support to other academics/colleagues within a Department/Departments as agreed in order to support the smooth running and proactive management of the Department(s).

Main duties

1. Provides PA support to either a Head of School (HoS) or an Associate Dean (AD) and their Department or at least one other Head of Department (HoD).

2. Extensive diary and inbox management, including liaison with pan University colleagues and co-ordination of arrangements for meetings, seminars and conferences as requested by the HoS/AD and HoD ensuring that the HoS/AD and HoD are prepared for events, appropriate papers are prepared and circulated, notes of meetings are taken and disseminated promptly, venues are booked, IT support and catering are organised.

3. Provides secretarial and administrative support to other academics and team members. This includes, for example, conference registration, making travel and accommodation arrangements using the University’s systems, arranging meetings and distributing papers in advance, operating a bring forward system, photocopying and maintaining electronic diaries.

4. Maintains a Department record management system in line with the University’s data protection policy.

5. Supports with staff management of Department members, including leave records, absence reporting, induction programmes, CDSAs, workload planning, AWM recording.

6. Responsible for administering Department budgets i.e. monitors expenditure against budgets; checks expenses, checks information against FRODO (University system); provides information on expenditure patterns to assist with financial planning and forecasts.

7. Organises the Departmental meeting timetable and provides secretarial support to meetings, including taking minutes/action notes.

8. Manages the security and use of the University’s credit card and coordinates procurement through the OPUS system.

9. Acts as point of contact for enquiries and visitors; deals with telephone/email enquiries relating to Department activities: answers queries, progresses follow-up and chases responses as appropriate/requested.

10. Assists with the administration of seminars and conferences being organised by Department members or Research Team.

11. Acts as point of contact in the Department for Health and Safety and Estates issues, dealing with these as appropriate, depending on the level of concern escalates to the Unit Safety Coordinator and liaises with the Resource Services Manager over matters of accommodation.

12. Participates as an active member of the Faculty PA/Secretarial support team.

13. Works across Departments to provide cover for absences of other Secretaries.

14. Keeps skills up-to-date.

15. Undertakes additional duties where required, as directed by the Line Manager, including providing
secretarial support to ad hoc projects and Faculty Conferences.

3. Person specification

**Education, qualifications and training**

**Essential:**
- Good general secondary education to at least GSCE (O Level), to include English.

**Desirable:**
- NVQ Level 2 Administration or equivalent.
- European Computer Driving Licence (ECDL).
- Shorthand.

**Knowledge, work and other relevant experience**

**Essential:**
- Evidence of successful secretarial and administrative work experience at an equivalent level.
- Excellent IT skills to include high level of competency in word-processing, Excel, PowerPoint, electronic diaries, spreadsheets, databases, the internet and Outlook.
- Experience of planning and organising several small projects, prioritising and scheduling tasks to cope with conflicting demands and deadlines, paying attention to detail and managing records effectively.
- Experience of providing service to internal and external customers.
- Understanding of the principles of data protection and how to manage confidential records.
- Experience of managing confidential information in an open-plan working environment.
- Experience of taking minutes with minimal supervision.
- Knowledge of and commitment to principles of improving diversity and equal opportunities within the work environment.

**Desirable:**
- Working knowledge of The Open University and its objectives.

**Personal abilities and qualities**

**Essential:**
- Ability to use initiative and work independently in a pro-active manner with minimal supervision.
- Excellent organisational and interpersonal skills, with ability to plan and prioritise own work and to support senior managers to prioritise their workload and diary.
- Ability to communicate well with people at all levels, both verbally and in writing, with the ability to maintain confidentiality and use discretion.
- Evidence of the ability to solve problems, using information from a variety of sources to aid analysis and make timely decisions.
- Flexible, adaptable and responsive to changing duties and working practices.
- Ability to work under pressure and to agreed timescales and within delivery standards.
4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

Faculty of Business and Law
The Faculty of Business and Law has a strong reputation as a high-quality and innovative provider of management and legal education. It brings together two schools – The Open University Business School and The Open University Law School. Each year around 36,000 students enrol on the Faculty’s business, management and law programmes.

The Faculty received a rating of ‘excellent’ for teaching quality in the most recent HEFCE Teaching Quality Assessment. The Faculty scores very highly in the NSS student survey for student satisfaction.

The Faculty has over 200 internal staff including around 80 central academics, 40 regional academics, 55 academic-related staff and 30 administrative support staff. Additionally, there are over 500 Associate Lecturers (tutors).

The Open University Business School
Founded in 1983, The Open University Business School holds a unique position as the leader in flexible, accessible and high quality business and management education. It is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA.

The School has four cross-disciplinary academic departments: Strategy and Marketing; Accounting and Finance; People and Organisations; Public Leadership and Social Enterprise. The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes.

The 2014 Research Excellence Framework (REF) results show the high quality of the research outputs and impact of the School’s research. The School ranked 34th overall placing it in the top third of UK Business Schools. For impact, the School was placed 16th overall, indicating not only the excellence of the research but also its influence and relevance to user communities in all areas from practice to policy.

Further information about The Open University Business School can be found at: http://www.open.ac.uk/business-school/

The Open University Law School
Law teaching began at the Open University in 1998, since then more than 60,000 students have studied law with us. With around 7,000 students in the UK, the Law School continues to lead the sector in part-time distance learning. Our Bachelor of Laws with Honours (LLB) is the most popular undergraduate law programme in the UK. The School also offers a graduate entry LLB, and jointly offers a BA (Hons) in Criminology and Law. At postgraduate level the School offers a Masters in Law (LLM) and provides modules which contribute to the Masters in Business Administration and the Postgraduate Certificate in Human Rights and Development Management. The School attracts doctoral students and is currently looking to develop an LLM by research.

Our Law School, which is based in Milton Keynes, has 22 central academic staff and is led by Paul Catley and
Anne Wesemann. Research within the Law School is led by Professor Simon Lee. Students are supported by the Law Student Support Team. This team is led by a Head of Student Experience and a Student Services lead and support is provided on a curriculum basis. The Head of Student Experience manages a team of 7 Student Experience Manager who are responsible for managing approximately 250 Associate Lecturers who provide individual support to our students. The Law School is currently focused on developing its undergraduate law programme, creating a new LLM by research and increasing its research profile.

Our law academics publish and broadcast on a wide range of legal themes. The fields of expertise in which our academics write, broadcast, and act as consultants include: asylum law, criminal law and procedure, criminal responsibility, critical legal theory, equity, ethics, European Union law, human rights, international law, law and neuroscience, law and religion, law, technology and blockchains, legal biography, legal education, legal history, legal theory, property law, sports law, and trusts. The Law School is also engaged in several outreach activities to increase the public understanding of law related issues and access to knowledge about law matters. Examples of these can be found on OpenLearn.

Further information about The Open University Law School can be found at: http://www.open.ac.uk/law/main/

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 Paul Catley email: paul.catley@open.ac.uk

If you have any questions regarding the application process please contact Resourcing-hub@open.ac.uk
7. The application process and where to send completed applications

How to Apply:

**Complete the application form**
The application form has been designed to give the information needed at this initial stage.

**Covering letter**
Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet the Person Specification.

Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.

Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.

**Curriculum Vitae (CV)**
Please enclose an up to date CV with your application for employment. Please remove any information from your CV that might give an indication of your race, religion or belief, or sexual orientation, as these details are irrelevant to your application.

Decisions about short listing will be based solely on the information you provide on your application form and covering letter.

**e-mail your application to:**
Please ensure that your application reaches the University by:

Your completed application should be returned electronically to Resourcing-hub@open.ac.uk by **12 noon Wednesday 15th May 2019**

Applications received after the closing date will not be accepted.

8. Selection process and date of interview

The interviews will take place on:

Interviews are planned for **Thursday 30th May 2019** at Milton Keynes but this date may be changed if operationally required. Please also note that occasionally there may be a need for second interview.

The selection process for this post will include

Interview Task and Panel Interview

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.