Job Description – Curriculum Assistant

About the role

This role is based within the Curriculum Support Team within the Life, Health and Chemical Sciences School in the STEM Faculty. The main purpose of this role is to provide course-related secretarial and administrative support to staff in the development, production and presentation of modules, packs and other related materials, together with acting as the main contact point for internal and external queries.

There is some flexibility in regards to how the hours are worked over the week, but the successful candidate will be expected to work on both Thursday and Friday every week.

Key responsibilities

Description of duties:

1. Maintain all related documents, team membership lists and files according to the University/Faculty file system, ensure that all documents are appropriately named, recorded and filed.

2. In liaison with Curriculum Manager, ensure that module materials are prepared according to appropriate formats using agreed templates and that principles version control are adhered to;

3. Organise Module Team meetings, and other events such as tutor briefings as required; manage mailings and ensure that appropriate arrangements are followed up;

4. Where appropriate, attend meetings, take minutes and generally assist with meeting requirements;

5. Assist with the maintenance of all expenditure charged to module budgets, check information on FRODO;

6. Assist with copyright applications, maintain complete records of all copyright applications and associated costs;

7. Be the main contact point for internal and external queries (using VOICE) and information storage and retrieval for a designated number of modules. This includes assisting with the updating Faculty/University systems (Rights Portal, FRODO, ECM, CIRCE MI, etc.);

8. Produce/record module related consultancy contracts and manage payments using DEVCORN;

9. Take responsibility for the secure storage of all assessment material in accordance with University regulations;

10. Undertake a range of administrative tasks as directed by the Curriculum Managers or Line Manager, such as respond to generic emails, liaise with other areas of the University and externally as required;

11. Be an adaptable and responsive member of the team; undertake a variety of duties and work practices as required by the Line Manager;

12. Provide assistance in the preparation and updating of web pages;

13. Undertake additional duties, where required, as directed by the Line Manager.
Other Duties

14. Co-operate with the Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.

15. Have a strong commitment to the principles and practice of equality and diversity.

16. Attend appropriate staff development events; proactively keeping own skills up to date in order to meet business needs and technological developments

17. Take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by your acts or omissions at work

Skills and experience

Prioritise work & manage time
Ability to work out what order to do things in, by thinking about which tasks are urgent and how important each task is. Ability to respond quickly to changing priorities, to take on other work to achieve overall priorities. Able to deliver against agreed timescales.

Planning and organising
Possess excellent organisational skills, ability to manage own complex workload and support others to do the same to a professional standard. A good innovative problem solver; that can work quickly and accurately, establish priorities and execute them despite conflicting agendas and multiple deliverables.

Document Management
Ability to create and manage documentation, including storage, retrieval and version control, using existing methods and systems.

Team working and knowledge sharing
An effective team player that proactively builds and maintains effective working relationships with others in order to achieve shared objectives, mindful of individuals from diverse backgrounds, holding different values and attitudes. Willingness to take a fair share of the workload that helps to increase standards and deliver improved performance and results.

Excellent Communicator
Possess excellent oral and written communication skills; ability to effectively produce, in an appropriate format, grammatical, well expressed, easily understood informative ideas, explanations or reports.

Excellent PC skills
Good working knowledge of Microsoft Word, Outlook email and electronic diaries, Excel spreadsheets, PowerPoint, database and internet packages. Typewriting/word processing or equivalent qualification, such as the European Computer Driving Licence (ECDL).

Education and Personal development
Achieved GCSE Grade C standard or equivalent in English. Demonstrates a commitment to developing interpersonal skills.
## Person specification

### Requirements

### Education, qualifications and training

**Essential:**
- GCSE Grade C standard or equivalent in English
- Typewriting/word processing or equivalent qualification

**Desirable:**
- European Computer Driving Licence (ECDL)

### Knowledge, work and other relevant experience

**Essential:**
- Previous IT experience in an office environment, including a good working knowledge of word processing, electronic diaries, email, spreadsheets, PowerPoint, database and internet packages
- Previous office experience in a secretarial and clerical capacity
- Excellent oral and written communication skills
- Excellent organisational skills, ability to manage own complex workload and support others to do the same to a professional standard

**Desirable:**
- Previous budgetary experience
- Previous experience of note taking at meetings
- Previous experience of applying style sheets/templates
- Previous experience of using Structured Content or oXygen XML writing software
- Previous experience of Documentum
- Previous experience as a Curriculum Assistant

### Personal abilities and qualities

**Essential:**

**Evidence against key behavioural competencies**

**Inclusive**

Working together collaboratively:
- Works as part of a team towards the common goal
- Works co-operatively with others in order to achieve objectives
- Takes fair share of workload

Respecting the individual:
• Demonstrates a commitment to developing interpersonal skills
• Shows respect to individuals from diverse backgrounds, holding different values and attitudes

Responsive

Taking personal responsibility:
• Proactive approach to work within area of responsibility
• Takes responsibility for getting things done

Delivering excellent service:
• Clearly identifies requirements and manages expectations
• Plans and organises workloads to ensure that deadlines are met within resource constraints
• Sets and meets high standards for service

Promoting learning and development:
• Shows commitment to own development

Innovative

Solving problems:
• Takes a holistic view when analysing problems

Fostering high performance:
• Takes full responsibility and accountability for own tasks
• Seeks to do the best possible job and to deliver the highest quality of work

Embracing change:
• Responds quickly to changing priorities
• Challenges the status quo in a constructive way