Job Description – Production and Presentation Assistant

The Role

The post-holder supports the Production and Presentation Team in the planning and monitoring of both the production and maintenance of the Faculty’s qualification and module components.

Regularly maintains item and mailing inventory details on the PLANET system for the Faculty’s qualification and module components. Additionally, they will support the introduction and maintenance of the new Curriculum Management systems which are intended to replace PLANET in the future.

Supports the Production and Presentation Managers in the production of reports and management information to update Senior Managers and Head of Curriculum Development as directed.

Key responsibilities

• Maintains and updates the modules database (PLANET) to ensure information is accurate and consistent with Faculty policy. Creates new inventories for modules in production.
• Produces weekly progress reports to ensure the team have up to date information on production and maintenance module items, escalating as necessary.
• Assists in the annual roll forward update of module inventories on PLANET, working with the Presentation Manager and Curriculum Managers to ensure accuracy.
• Arranging maintenance meetings between Presentation Manager, Senior Project Manager and the Curriculum Manager of each FASS module as part of the annual roll forward process.
• Provides support to Production and Presentation Team Managers in relation to arranging meetings, booking rooms, equipment, hospitality and other services.
• Uses initiative to deal with general enquiries relating to module production and maintenance activities. Identifies and escalates issues which require further attention to the PPMs.
• Responsible for circulating the annual obsolete stock report to Curriculum Managers for agreement on disposal, reporting back to the Presentation Manager to enable authorisation of obsolete stock disposal.
• Monitors and administrates the annual Print on Demand process. Liaising with Curriculum Managers and updating the PoD database and folders as necessary.
• Liaises with other areas of the University and Faculty colleagues to build good working relationships and share best working practices.
Person Specification

**Skills and experience**

- The post-holder should possess a good level of general education (GSCE ‘O’ level or equivalent) to include English and Maths at Grade C or above.

- An NVQ Level 2 Administration qualification, European Computer Driving Licence (ECDL) or equivalent would be desirable.

- Experience of working in an office-based environment and a willingness to work collaboratively and effectively as part of a team.

- Excellent IT skills to include a high level of competency in all Microsoft packages, especially Word, Excel and Outlook including the use of electronic diaries.

- Flexible, adaptable and responsive to changing duties and working practices.

- The ability to quickly master new software packages and procedures under the guidance of colleagues.

- Ability to use initiative and work independently in a pro-active manner with the ability to plan and prioritise their own work.

- Excellent organisational and interpersonal skills. Ability to communicate well with people at all levels.

- Ability to work under pressure to agreed timescales and within delivery standards.

- Commitment to principles of improving diversity and equal opportunities within the work environment.