Job Description – Production & Presentation Assistant

About the role

The post-holder will work with the Production and Presentation Team to facilitate the planning and monitoring of the production and updating of the Faculty’s qualification and module components.

Using an inhouse system for which full training will be provided, you will regularly update material inventories for all modules produced by the Faculty of Arts and Social Sciences.

Working to deadlines you will provide reports to Senior Managers on progress of projects running within the Production and Presentation Team.

Key responsibilities

1. Maintains and updates the modules inventory database (PLANET) to ensure information is accurate and consistent with Faculty policy. Creates new inventories for modules in production.
2. Produces weekly progress reports to ensure the team have up to date information on production and maintenance module items, escalating as necessary.
3. Assists in the annual roll forward update of module inventories on PLANET, working with the Presentation Manager and Curriculum Managers to ensure accuracy.
4. 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.
5. Provides support to Production and Presentation Managers in relation to arranging meetings, booking rooms, equipment, hospitality and other services.
6. Uses initiative to deal with general enquiries relating to module production and maintenance activities. Identifies and escalates issues which require further attention to the Production and Presentation Managers.
7. 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.
8. Monitors and administrates the annual Print on Demand process. Liaising with Curriculum Managers and updating the Print on Demand database and folders as necessary.
9. 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.

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

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

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

- IT skills to include a high level of competency in all Microsoft packages, especially Word, Excel and Outlook including the use of electronic diaries. The ability to quickly master new software packages.

- 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.

- Commitment to continuing personal development and reflection

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