Job Description - Centre for Innovation in Legal and Business Education
Secretary

About the role

The postholder will provide administrative support for the Centre for Innovation in Legal and Business Education (SCiLAB). The core team consists of the Director, Deputy Director, Operations Manager and Secretary.

You will be based in the Faculty of Business and Law’s friendly, energetic and supportive Research, Enterprise and Scholarship office, currently comprising of a Head, three senior managers, five managers, 3 coordinators and a secretary.

Established in 2018, SCiLAB brings together all staff in the Faculty of Business and Law to promote innovation, scholarship and enterprise in open and distance learning.

Our research informs curriculum in the following areas:

- Implementation or assessment of initiatives to enhance student employability and career progression within a module or programme of study;
- Development, application or assessment of initiatives to enhance the student experience;
- Development, application or assessment of pedagogies;
- Development, application or assessment of innovations in digital teaching and learning;
- Exchange of knowledge and shared good practice in teaching and learning either within FBL or across Faculties.

Key responsibilities

You will be responsible for the following administrative duties, as determined by your line manager:

- Act as first point of contact by assigning tasks, sending and responding to emails and queries from the FBL-Scholarship Outlook mailbox as well as responding to day to day queries.
- In collaboration with the Operations Manager, Director and/or Deputy Director, assist in organising scholarship events (face-to-face and online), including room bookings, publicity, liaising with speakers and participants, organising IT and audio visual equipment, making hotel and travel bookings, organising catering and being present as required during the event itself.
• Manage electronic and hard copy documents and co-ordinate databases including a comprehensive SCiLAB events list on all relevant platforms.
• Co-ordinate the activities of the FBL Scholarship Working Group and team meetings, including arranging meetings, issuing the agenda and papers and taking minutes.
• Up-load, edit and up-date material on SCiLAB intranet pages and OU website pages.
• Provide support for scholarship projects: raise DEVCORN contracts, monitor and process contracts, fee and expenses payments.
• Process various purchase requests as necessary.
• Liaise with other groups and bodies within The Open University in relation to scholarship as and when required.
• On occasion, to be flexible in working hours to accommodate events/other Centre requirements.
• Any other administrative duties as required to support the team including support of wider Research, Enterprise and Scholarship team.

Skills and Experience

Essential

• Good level of general education (GCSE ‘O’ level or equivalent) to include English and Maths at Grade C or above.
• Excellent IT skills to include high level of competency in Word, Excel, electronic diaries, databases, online forms, and the Web.
• Experience in secretarial work; ability to plan, schedule and manage multiple priorities and deadlines.
• Working experience of basic copy writing and editing.
• Previous budgetary experience.
• Experience of organising events, liaising with internal and external organisations and individuals.
• High standard of communication skills (written and verbal) in informal and formal contexts and the ability to communicate well with people at all levels of seniority.
• Ability to maintain a high level of accuracy, demonstrating good attention to detail even under pressure.
• Ability to use initiative and work independently in a pro-active manner.
• Ability to take fair share of workload and to work as a part of a team towards the common goal.
• Commitment to principles of improving diversity and equal opportunities within the work environment.

Desirable

• Working knowledge of OU systems such as POSY, TSE, manual claims, travel booking system etc. and familiarity with OU administration terminology.
• Working experience within a research or project environment.
• Experience of taking minutes.
• Experience of posting and managing website content.