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>15088</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Curriculum Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Curriculum Manager</td>
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<tr>
<td>Salary:</td>
<td>£22,659 to £25,482 pro rata</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Secretarial &amp; Clerical</td>
</tr>
<tr>
<td>Grade</td>
<td>5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>29.6 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>5.00pm on 21 September 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Covering letter and application form.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Helen Jackman</td>
</tr>
</tbody>
</table>
2. Summary of duties

**Overall job purpose:**

Working alongside two other Curriculum Assistants to provide administrative and secretarial support for the WELS Curriculum Managers team.

**Job Description**

1. Provide administrative and secretarial support to the Senior Manager (Curriculum) and Curriculum Managers. Manage their electronic diaries, type general correspondence, monitor generic team mailbox(es), VOICE queries and hard copy correspondence, redirect messages as appropriate. Organise and maintain paper and electronic filing in accordance with team best practice.

2. Provide PA support to the Head of Curriculum Management, type correspondence, arranging meetings and managing her electronic diary where appropriate.

3. Provide clerical support to team meetings and working groups as required including booking rooms, drafting and distributing advance notices and papers, taking notes where appropriate.

4. Collate, distribute and maintain centralised information as appropriate for curriculum approvals.

5. Provide all the operational support for the monitoring process, including, where appropriate, overseeing the submission of the monitoring information and day to day liaison with the Assessment Processing Centre.

6. Provide support for the management of complaints and appeals in the faculty.

7. Provide support for the academic conduct process.

8. Liaise with other areas of the Faculty, with relevant areas of the University across all categories of staff and deal with external enquiries, redirecting them as appropriate.

9. Provide support to the Senior Manager (Curriculum) and Curriculum Managers with finance processes and budgets as appropriate.

10. Support the processes for External Examiner, External Assessor, External Advisor and Cluster Board appointments and the management of quality reports

11. Provide support for the credit transfer assessment process for the faculty.

12. Provide support for the annual quality review and stage gate processes.

13. Provide support for group tuition processes as appropriate.

14. Assist with the preparation for and reporting of the annual partnerships review to the faculty and to the university.

15. Provide clerical support to the Curriculum Manager responsible for the WELS teaching committee as appropriate and support to other formal meetings including maintaining membership and contact lists, room, catering and equipment booking, arranging travel and accommodation as required.

16. Assist with the co-ordination of the process to maintain the faculty’s published sources of information about qualifications and modules.

17. Any other duties as required as directed by the line manager.
## Person specification

### Requirements (E = Essential/ D = Desirable)

#### Education, qualifications and training

1. GCSE grade C or equivalent (to include English and Maths).

#### Knowledge, work and other relevant experience

**Essential:**

2. Evidence of successful experience in a secretarial, clerical or administrative role.
3. Excellent information and communication technology skills including the ability to use Microsoft applications, particularly Word, Excel and Outlook, and experience of using databases, spreadsheets and templates.
4. Ability to plan and organise own work efficiently and to work pro-actively, co-operatively and responsively with others.
5. Ability to understand and interpret information and data records.
6. Experience of working effectively in a team and being supportive to team members, using tact and discretion when necessary.
7. Experience of providing excellent service to internal and external customers.
8. Ability to work flexibly and in an adaptable way, sometimes under considerable pressure.
9. The ability to use judgement, initiative and discretion to deal with urgent matters in the absence of the relevant staff member, passing to other colleagues as appropriate.

**Desirable:**

10. Experience of updating website information and electronic conferencing.
11. Knowledge of the higher education environment and student market.

#### Personal abilities and qualities

**Essential:**

12. Good interpersonal skills with experience of building relationships.
13. Good verbal and written communication skills.
14. Commitment to equal opportunities policies and practices.

**Desirable:**

15. A willingness to learn new skills and to be responsive to changing duties and working practices in a positive manner.
16. A willingness to work flexibly to assist and support the team.
4. Role specific requirements e.g. Shift working

5. About the unit/department

**Faculty of Wellbeing, Education and Language Studies**

The Faculty works across a range of disciplines including education, childhood and youth, health and social care, youth work, social work, languages and applied linguistics, nursing, and sport and fitness; organised as three schools. We work proactively, taking an innovative approach to teaching and learning; develop collaborative and effective partnerships with employers and other institutions; and engage in cutting edge, action oriented and internationally recognised research.

The Faculty is based in Milton Keynes and in our national offices with our Student Support Team will be located in Nottingham. The majority of our 35,500 students are in the UK, but the Faculty also has students in the Republic of Ireland, Continental Western Europe and elsewhere in the world. The Faculty’s curriculum comprises programmes at undergraduate, Masters and doctoral levels.

Our three Schools are:

- Education, Childhood, Youth and Sport
- Health, Wellbeing and Social Care
- Languages and Applied Linguistics

**Professional Services**

Professional Services is the hub of the Faculty, providing specialist and dedicated support to the schools. Areas include:

- Faculty Administration
- Curriculum Support
- Research Excellence

Comprising of the Executive Dean, Associate Deans, administrative and support staff, and led by the Director of Strategic Planning and Resources, the Professional Services team manages the Faculty’s curriculum planning, module production and presentation; specialist IT support; finances; human resources; and cross Faculty management of the Research Excellence activities.

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 Frauke Constable on 01908 332062 or email: frauke.constable@open.ac.uk

If you have any questions regarding the application process please contact Lynsey Hammond on 01908 654568 or email: wels-recruitment@open.ac.uk
7. The application process and where to send completed applications

| Please ensure that your application reaches the University by: | 5.00pm on 21 September 2018 |
| Post it to: |  |
| Name/Job title: | Lynsey Hammond, Staffing Assistant |
| Department/Unit: | WELS |
| Address: | Room 118-116, Horlock Building, The Open University, Walton Hall, Milton Keynes |
| Post Code: | MK7 6AA |
| Or e-mail your application to: | Wels-recruitment@open.ac.uk |

8. Selection process and date of interview

| The interview panel will be chaired by: | To be advised |
| The other members of the interview panel will be: | To be advised |
| The interviews will take place on: | To be advised |
| The selection process for this post will include | To be advised |

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.

Applications received after the closing date will not be accepted.