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>13591</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Research Admin Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Research Manager, Languages &amp; Applied Linguistics</td>
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<tr>
<td>Salary:</td>
<td>£21,843 to £24,565</td>
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<tr>
<td>Terms and conditions:</td>
<td>Secretarial &amp; Clerical</td>
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<tr>
<td>Grade</td>
<td>5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed Term Contract to 31 July 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Part-time 29.6 hours</td>
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<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>5.00pm 3 August 2017</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Covering Letter &amp; 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>
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</tbody>
</table>
2. Summary of duties

Overview
This role provides administrative support to the Research Support Team in the Faculty of Wellbeing, Education and Language Studies (WELS).

The post-holder will work alongside the team of Research Admin Assistants. Team members are required to provide admin support to a team of three Research Managers and Senior Manager, as well as the Associate Dean for Research Excellence.

Duties

Duties are varied and may include the following at different times, according to demand:

- **Organising & servicing meetings** – including making room bookings (internal & external) & booking hospitality, preparing meeting papers in an acceptable format and taking notes
- **Travel & accommodation** – including booking travel and hotels (including international bookings) using Click Travel and processing TSE claims
- **Consultancies** – requesting consultancies, in liaison with faculty academics – may include doing right to work checks in exceptional circumstances, arranging payments
- **Budgets** – setting up a spreadsheet for a new project, recording expenditure, budget monitoring (including reconciliation with FRODO), provision of budget information to project leads, and alerting Research Managers to budget issues and preparation of figures for quarterly forecasting activity
- **Managing shared email mailboxes** – proactively answering queries and coordinating responses as needed
- **Coordinating and supporting events** – including liaising with the academics running the events, updating event web pages, preparing packs, liaising with Estates and AV to book rooms, catering, equipment, taking bookings, arranging hotel accommodation, monitoring online payments, registering delegates on the day, etc.
- **Providing pre-award project support** – for externally funded projects this includes creation and updating of project records in the Awards Management System (AMS), liaison with other departments around the university, including academic workload approval, proactively answering queries and other activities, as required
- **Providing post-award admin support to externally funded research projects** that are without bespoke posts – may include:
  - Arranging meetings for the project team and/or steering group
  - Chasing contract progress
  - Scheduling fieldwork interviews
  - Archiving data consistently and in accordance with relevant data protection requirements
  - Maintaining project websites
  - Setting up focus groups, workshops and seminars
  - Monitoring budgets (see above) and processing paperwork associated with income and expenditure (e.g. setting up consultancies (see above), preparing invoice requests, checking online expenses claims (see above), processing hard copy travel claims, preparing purchase requisition forms)
- Formatting reports or presentations, as required
- **Web support**: uploading and maintaining pages on the Faculty’s intranet and externally-facing website using the relevant content management system
- **Assisting with pre-award external funding applications** including internal approvals paperwork, contributing to the preparation of project costings, uploading information into funders’ online application forms and maintaining accurate records of bids being submitted
• **Providing back-up across the full range of support**, as required; for example, when other members of the team are absent or overloaded – this may include supporting the Directors of Post-Graduate Studies with post-graduate student recruitment

• Ad hoc support, as required

### 3. Person specification

#### Requirements  (Essential and Desirable)

##### Education, qualifications and training

**Essential:**
- Good level of general education
- GCSE ‘O’ level or equivalent in English and Maths

**Desirable:**
- NVQ Level 2 Administration or equivalent
- Advanced Excel training
- Budget management training

##### Knowledge, work and other relevant experience

**Essential:**
- Excellent organisational skills, with experience of secretarial or admin support including complex diary management
- Excellent IT skills to include a high level of competency in word-processing, Excel, PowerPoint, electronic diaries, spreadsheets, databases, using the internet and Outlook
- Experience of taking notes and action points
- Experience of providing service to internal and external customers
- Understanding of budget management
- Understanding of project management

**Desirable:**
- Experience of organising more complex events
- Experience of managing complex budgets
- Experience of working within a team

##### Personal abilities and qualities

**Essential:**
- Ability to work well within a team
- Ability to use initiative
- Systematic approach to problem solving
- Ability to work independently and prioritise own work
- Methodical approach, with a high level of accuracy and attention to detail
- Ability to work proactively
- Ability to communicate well with people at all levels
- Ability to work calmly under pressure
• Ability to prioritise workload and deliver to delivery standards within agreed timescales
• Commitment to principles of improving diversity and equal opportunities within the work environment

Desirable:
• Creative approach to problem solving
• Proactive approach to improving practices

4. Role specific requirements e.g. Shift working

5. About the unit/department

Faculty of Wellbeing, Education and Language Studies (WELS)
The Open University has embarked on a period of transformational change. A new Strategic Plan will further strengthen our offerings for students, providing an outstanding and professionally-focused learning experience. In August 2016, the University restructured into four new Faculties, each comprising of a number of Schools. The new WELS Faculty is based in Milton Keynes and in regional and 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.

Research Support Team
The WELS Research Support Team provides support across for all the faculty's research and scholarship activity. The admin assistants are required to be able to work across any area of support:

- Externally-funded research projects – this activity is supported by a research manager and admin assistant, for each of the three schools: Education, Childhood, Youth & Sport (ECYS), Languages and Applied Linguistics (LAL) and Health, Wellbeing & Social Care (HWSC)
- Internally-funded research activity – this is supported by a team of 2.5 admin assistants
- Post-graduate activity – this is supported by a team of 2.5 people – 1.5 admin assistant (supporting the 2 Directors of Post-Graduate Studies) and 1 programme administrator (supporting the EdD programme)
- Scholarship activity – this is supported by our research co-ordinator, with assistance from the PA to the Associate Dean, Research Excellence

This position is the admin assistant for LAL (bullet one above), working closely with and reporting to the Research Manager for LAL.
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 Teresa Davidson on 01908 655640 or email: teresa.davidson@open.ac.uk.

If you have any questions regarding the application process please contact Helen Jackman on 01908 332247 or email: wels-recruitment@open.ac.uk.

For details on how to apply please see: http://www.open.ac.uk/about/employment/how-apply-general-vacancies

7. The application process and where to send completed applications

| Please ensure that your application reaches the University by: | 5.00pm on 3 August 2017 |
| Post it to: |  |
| Name/Job title: | Helen Jackman, Staffing Assistant |
| Department/Unit: | WELS Staffing Team |
| Address: | Room 116 -118 Horlock Building 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.