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>14321</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Curriculum Planning and Student Experience Operations Assistant</td>
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<tr>
<td>Reports to:</td>
<td>Curriculum Planning Manager</td>
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<tr>
<td>Salary:</td>
<td>£22,214 to £24,983</td>
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<tr>
<td>Terms and conditions:</td>
<td>Secretarial and 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>n/a</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday on Tuesday 13th February 2018</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Electronic</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

The objective of this role is to undertake and support the administrative duties associated with the role of the Curriculum Planning Team in supporting the Associate Dean, Student Experience and Head of Curriculum Management. This post is one of two supporting these portfolios. Core work packages within the role will be rotated on a periodic basis to enable the sharing of knowledge, expertise and workloads.

**Administration**

(i) Maintain all related documents, and files according to the University/Faculty file system, ensuring that all documents are appropriately named, recorded and filed and copies are distributed as appropriate.

(ii) Ensure that Team related documents and project related materials are prepared according to appropriate formats using agreed templates and that the principles of version control are adhered to.

(iii) Provide general administrative support to the Curriculum Planning Manager and Heads of Student Experience as required including diary management and organising meetings.

(iv) Attend meetings, take minutes, and generally facilitate meetings as required.

(v) Assist with the maintenance of all Team related budgets and recording of expenditure charged to project budgets on a day-to-day basis, check information on relevant University record systems.

(vi) Undertake a range of administrative duties associated with a series of work packages including: complaints and appeals process; AL Staff development group support and processes; Day Contracts process; processing of travel and subsistence claims; curriculum planning, production and stock processes; faculty Workload Planning support; and Residential Schools support. Responds to generic emails and liaison with other areas of the University and externally as required. Use a range of university systems and processes as required.

(vii) Ensure the secure storage of all material related to student case work in accordance with University regulations.

(viii) Be an adaptable and responsive member of the team; undertake a variety of duties and work practices to support the area.

**Other Duties**

(i) Participate in appropriate self-development activities

(ii) Such other appropriate duties as specified and agreed with the Curriculum Planning Manager

3. Person specification

**Education, qualifications and training**

**Essential:**
- Minimum Grade C GCSE Maths and English (or equivalent)

**Desirable:**

**Knowledge, work and other relevant experience**

**Essential:**
- Experience of computer based financial systems, e.g. Frodo; PLANET;
- Well-developed IT skills including experience of email, Word and Excel;
**Desirable:**
- Experience of VOICE;
- Knowledge of PLANET, CIRCE and CIRCE MI queries and able to use such to obtain relevant student data;

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**Personal abilities and qualities**

**Essential:**
- Proven numeracy skills;
- Proven communication and interpersonal skills – both written and oral;
- Proven organisational skills;
- Proven team working skills;
- Proven eye for detail;
- Ability to use own initiative and judgement;
- Ability to work flexibly and prioritise own workload appropriately;
- Ability to deal professionally with a wide range of people including the ability to negotiate and persuade without authority;
- Ability to use discretion in handling confidential information;
- Commitment to the strategic priorities of the OU.

All staff are expected to:
- Have a passion for the OU’s mission;
- Have a strong commitment to the principles and practice of equality and diversity;
- Comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties;

Engage with appropriate staff development activities and events.

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**Additional requirements/Special circumstances**

**Essential:**

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4. **Role specific requirements e.g. Shift working**

N/A

5. **About the unit/department**

**Faculty of Business and Law**

The Faculty of Business and Law has a strong reputation as a high-quality and innovative provider of management and legal education. It brings together two schools – The Open University Business School and The
Open University Law School. Each year around 36,000 students enrol on the Faculty’s business, management and law programmes.

The Faculty received a rating of ‘excellent’ for teaching quality in the most recent HEFCE Teaching Quality Assessment. The Faculty scores very highly in the NSS student survey for student satisfaction.

The Faculty has over 200 internal staff including around 80 central academics, 40 regional academics, 55 academic-related staff and 30 administrative support staff. Additionally, there are over 500 Associate Lecturers (tutors).

The Open University Business School

Founded in 1983, The Open University Business School holds a unique position as the leader in flexible, accessible and high quality business and management education. It is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA.

The School has four cross-disciplinary academic departments: Strategy and Marketing; Accounting and Finance; People and Organisations; Public Leadership and Social Enterprise. The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes.

The 2014 Research Excellence Framework (REF) results show the high quality of the research outputs and impact of the School’s research. The School ranked 34th overall placing it in the top third of UK Business Schools. For impact, the School was placed 16th overall, indicating not only the excellence of the research but also its influence and relevance to user communities in all areas from practice to policy.

Further information about The Open University Business School can be found at: http://www.open.ac.uk/business-school/

The Open University Law School

The Open University Law School was established 17 years ago and since then more than 60,000 students have studied law with us. With around 6,000 students in the UK, the Law School continues to lead the sector in part-time distance learning. Our Bachelor of Laws with Honours (LLB) is the most popular taught undergraduate law programme in the UK. The average age of our law students is 35. The School also offers a Postgraduate Certificate in Human Rights and Development Management and a Masters in Law (LLM).

Further information about The Open University Law School can be found at: http://www.open.ac.uk/law/main/.

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 Linda Smith by email linda.smith@open.ac.uk

If you have any questions regarding the application process please contact by email fbl.recruitment@open.ac.uk
7. The application process and where to send completed applications

| How to Apply: | Complete the application form  
The application form has been designed to give the information needed at this initial stage. |
|---------------|----------------------------------------------------------------------------------------------------------------------------------|
|               | Covering letter  
Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet the Person Specification. |
|               | Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification. |
|               | Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification. |
|               | Curriculum Vitae (CV)  
Please enclose an up to date CV with your application for employment. Please remove any information from your CV that might give an indication of your race, religion or belief, or sexual orientation, as these details are irrelevant to your application. |
|               | Decisions about short listing will be based solely on the information you provide on your application form and covering letter. |

<table>
<thead>
<tr>
<th>e-mail your application to:</th>
<th>Your completed application should be returned electronically to <a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please ensure that your application reaches the University by:</td>
<td>Midday on Tuesday 13th February 2018</td>
</tr>
<tr>
<td>Applications received after the closing date will not be accepted.</td>
<td></td>
</tr>
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</table>

8. Selection process and date of interview

<table>
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<tr>
<th>The interviews will take place on:</th>
<th>Interviews are planned for week commencing 26th February 2018 at Milton Keynes but this date may be changed if operationally required. Please also note that occasionally there may be a need for second</th>
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<tr>
<td>The selection process for this post will include</td>
<td>A written/exercise test in addition to interview.</td>
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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.