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>14338</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Events and Degree Ceremonies Coordinator</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Support Services Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£26,495 to £31,604</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Secretarial and Clerical</td>
</tr>
<tr>
<td>Grade</td>
<td>6</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>24 months (February 2018 – February 2020)</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37</td>
</tr>
<tr>
<td>Location:</td>
<td>110 Victoria St</td>
</tr>
<tr>
<td></td>
<td>Belfast</td>
</tr>
<tr>
<td>Closing date:</td>
<td>12 Noon on 1st February 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Online</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:Ireland-recruitment@open.ac.uk">Ireland-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

**Purpose Statement**

1. Co-ordination of Degree Ceremonies in Belfast and Dublin

2. Co-ordination of logistics for internal and external events for the external affairs team, support services team and strategic communications campaigns within The Open University in Ireland

3. Supporting The Open University in Ireland Directorate, Support Services Manager in the delivery of services in accordance with University and statutory standards and policies

4. Supervising staff, planning workload and co-ordinating activities

**Degree Ceremonies:**

Co-ordinates ceremony related activities, including liaising with internal stakeholders, in particular with the National Director, and external suppliers.

Liaises with venues and suppliers for The Open University in Ireland ceremonies, and is responsible for the initial negotiation and agreement of all arrangements and prices, subject to financial procedures.

Works with the Qualifications and Ceremonies team in Milton Keynes, with regard to the planning, management and execution of the annual season of University degree ceremonies, attending regular meetings and working closely with colleagues there over the detailed arrangements.

Has overall responsibility for the detailed planning of arrangements for the ceremony and for communicating this to graduands, their guests, staff of all levels of seniority, honorary graduates, VIP guests and all attending the ceremonies. Ensures all guests and staff receive briefing information about venues, hotel accommodation, processions, ad hoc awards, the form of words for the ceremony and other information as appropriate.

Establishes and maintains information, updated on a daily basis about graduands attending the ceremony on an ongoing basis and provides an enquiry service throughout the year on all aspects of the degree ceremonies in Ireland.

Produces presentation cards and final detailed lists of graduands for all areas of operation at the ceremony.

Ensures that the requirements for academic gowns for all parties are identified and communicated to Qualifications and Ceremonies.

Liaises with other functions both within The Open University in Ireland and centrally including Policy and Public Affairs, Communications, Marketing, OU Students Association, Development Office etc.

Oversee the running of the degree ceremonies on the day. This includes managing and delegating to staff and volunteers and being responsible for the smooth running of the ceremonies.

**Events**

Will serve as a member of the External Affairs Team as required by National Director.
Co-ordinates events logistics for campaigns and areas of work managed by the Support Services Manager, include staffing, catering and security for in hours and out-of-hours events, liaising with colleagues at The Open University in Ireland and Milton Keynes.

Co-ordinates events logistics and planning for strategic communications campaigns as managed by the Senior Policy and Public Affairs Manager, include staffing, catering and security for in hours and out-of-hours events, liaising with internal and external stakeholders, local festivals and initiatives.

Liaises with colleagues in Support Services, Purchasing and Finance with regard to invoicing and budgeting for events.

Feed into and coordinate events in line with the working ‘Campaign’ document, as managed by either the Support Services Coordinator or Senior Policy and Public Affairs Manager.

Drafts copy, correspondence and promotional material under the guidance of the Senior Policy and Public Affairs Manager for a range of external and internal documents and communications.

Liaises with and supports the Senior Policy and Public Affairs Manager and External Affairs Assistant with communication plans for specific campaigns of which events are a part of.

Co-ordinate an audience database, providing reports for the Senior Policy and Public Affairs Manager, Support Services Manager and External Affairs Assistant.

**Other Duties**

On occasion, deputises for and supports Support Services Manager.

The post holder will be required to travel within the UK and Ireland in pursuance of his or her duties.

All staff are expected to:

- Comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties.
- Take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by their acts or omissions at work.
- Co-operate with The Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.

Have a strong commitment to the principles and practice of equality and diversity.

**Notes:**  
1) The post-holder may be required to undertake any other duties which reasonably fit within the range of duties and responsibilities of this post. Any permanent changes will usually be made specific and included in the Job Description.

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3. **Person specification**
### Requirements  (E = Essential/ D = Desirable)

#### Education, qualifications and training

- A good standard of education, at least to A-level (or equivalent)
- A recognised management /supervisory qualification or evidence of continuing professional development.

#### Knowledge, work and other relevant experience

**Essential:**
- Demonstrable experience of event management which will include working with senior stakeholders (internal and external), external venues and third party suppliers.
- Substantial experience of planning, managing and co-ordinating workloads for staff and for his or her self.
- Ability to effectively allocate to, and check work of staff, coaching, training and developing as required
- Substantial relevant office experience, including finance and record keeping
- Awareness of Health and Safety policies and procedures

**Desirable:**

#### Personal abilities and qualities

**Essential:**
- Excellent oral and written communication skills, high degree of numeracy
- A well-developed knowledge and practical experience of spreadsheets, manipulation of data, word-processing, databases, and web-based information systems
- Ability to assimilate, understand, implement and operate complex information and procedures
- Ability to respond flexibly to wide-ranging requests for information and service, demonstrate openness and interest, and maintain a willing and helpful attitude.
- Commitment to high level of customer service through continuous improvement of services
- Ability to take personal responsibility for getting things done and use initiative and judgment.
- Highly competent in standard software packages e.g. Word, Excel, Outlook
| **Able to deal with sensitive information in a confidential manner** |
| Confident and well mannered, able to deal with a wide range of internal and external customers |
| Well-presented |
| A flexible approach to work; ability to work outside of office hours if required including evenings and weekends |

**Desirable:**
- Financial administration/budget monitoring
- Understanding of distance learning and experience of the higher education sector.

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

Your normal working hours will be 37 hours per week, ideally spread over 5 days. A willingness to work unsocial hours occasionally and to travel occasionally to other University locations, with overtime or time off in lieu as appropriate.

### 5. About the unit/department

**THE OPEN UNIVERSITY IN IRELAND**

The Open University in Ireland is responsible for the delivery of core services to enquirers and students throughout Ireland. It serves approximately 5000 students and 200 Associate Lecturers, and offers tutorial and examination facilities at locations across Ireland.

The Belfast office is the base for 63 members of staff including the Director, Ireland, two Assistant Directors and a range of academic, academic related and support staff. There is also an Enquiry and Advice Centre in Dublin which is the permanent base for a small number of staff and also provides a facility for other University staff as required.

The Director, Ireland is the Vice-Chancellor’s delegate in both Northern Ireland and the Republic of Ireland. He is responsible for the strategic leadership and development of the University in both jurisdictions, ensuring that the Open University in Ireland operates within the framework of University policies and procedures.

The Open University is committed to sustaining and growing its presence in Ireland working effectively with governments and elected representatives in both jurisdictions to promote the development of innovative higher education, with a focus on supported, part time distance learning and open media options.

The Open University in is funded in Northern Ireland by the Department of the Economy and works closely with departmental staff to contribute to the Higher Education and Widening Access Strategies. Through delivery of an outstanding enquirer and student experience, public, governmental and academic engagement, strong partnerships and excellent staff and resources, we empower people in Northern Ireland to achieve their potential and in so doing contribute to society and the economy.
There is no government funding in the Republic of Ireland but the University provides excellent higher education opportunities which enable ordinary people to achieve extraordinary things.

Our student recruitment and support staff, working in partnership with colleagues in other areas of the University, aim to provide a high quality, seamless experience for enquirers and students from the start of their Open University experience to the point where they achieve their study goal, whatever that may be.

Staff are involved in planning and organising large scale operations, using new technology to produce materials and information and, effective management of resources to provide and deliver all services on schedule. All staff are concerned with the maintenance and improvement of our high standards of support to individual enquirers and students and have a strong customer service ethos.

The Open University in Belfast is located at 110 Victoria Street, Belfast, just a short walk from Central Station and close to all City Centre Amenities. The Dublin office is located in Holles Street, Dublin and is also within easy reach of public transport.

Further information on The Open University in Ireland may be found on our websites: [www.open.ac.uk/northern-ireland](http://www.open.ac.uk/northern-ireland) and [www.open.ac.uk/republic-of-ireland](http://www.open.ac.uk/republic-of-ireland)

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 [Ireland-recruitment@open.ac.uk](mailto:Ireland-recruitment@open.ac.uk)

If you have any questions regarding the application process please contact [Ireland-recruitment@open.ac.uk](mailto:Ireland-recruitment@open.ac.uk)

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>12.00 Noon on 1st February 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>The Open University</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Conor O’Neill</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Finance and Staffing Co-ordinator</td>
</tr>
<tr>
<td>Address:</td>
<td>110 Victoria St, Belfast</td>
</tr>
<tr>
<td>Post Code:</td>
<td>BT1 3GN</td>
</tr>
<tr>
<td>E-mail your application to:</td>
<td><a href="mailto:Ireland-recruitment@open.ac.uk">Ireland-recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>TBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>TBC</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>Wednesday 14th February 2018</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>Interview</td>
</tr>
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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.

Applications received after the closing date will not be accepted.