**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

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<table>
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<tr>
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<tbody>
<tr>
<td><strong>Vacancy reference</strong></td>
<td>14395</td>
</tr>
<tr>
<td><strong>Job title:</strong></td>
<td>Equality Diversity and Information Rights Assistant</td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
<td>Equality and Information Rights Manager</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£22,214 to £24,983 dependent on skills and experience</td>
</tr>
<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Support staff</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>G5</td>
</tr>
<tr>
<td><strong>Duration of post:</strong></td>
<td>24 month fixed term contract</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>25 hours worked Monday to Friday</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Walton Hall Campus, Milton Keynes</td>
</tr>
<tr>
<td><strong>Closing date:</strong></td>
<td>By noon on 15 February 2018</td>
</tr>
<tr>
<td><strong>Type of application form accepted:</strong></td>
<td>Long form application and covering letter</td>
</tr>
<tr>
<td><strong>Number of referees required:</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Unit recruitment contact:</strong></td>
<td><a href="mailto:Cathie.scanlan@open.ac.uk">Cathie.scanlan@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

Support the work of the Equality, Diversity and Information Rights (EDIR) team by performing and co-ordinating a range of administrative processes and projects.

Provide administrative support for the EDIR team. This includes diary management, the planning of EDI events and large EDIR meetings, including date scheduling, booking catering, venues, travel and accommodation.

Meeting planning will also include communicating with participants and speakers, circulating papers, minute taking, recording and following up on outstanding actions.

Supporting Information rights work in the processing of Subject Access and Freedom of Information Requests, as required, to ensure the efficient and effective cover is maintained across the team. Monitor, update and archive the content on the equality and diversity intranet and public websites and collaborate with team members to develop new content for the sites.

Co-ordinate routine communications from the EDIR team, including EDIR activity reports, news for the APG intranet site and publishing news and events items on OU Life and other social media.

Support the Head of EDIR during budget setting, forecasting and budgetary tracking, producing regular reports from University systems and the raising and processing of purchase orders, invoices and payments.

Respond to the equality generic mailbox according to EDIR service standards. Provide information and advice in response to a wide range of queries and requests for support from staff across the institution in relation to specific equality-related issues of a routine nature.

Handle confidential and sensitive information relating to individuals, groups and issues according to data protection guidelines.

Assist other areas within the EDIR team and within the Academic Policy and Governance Unit when required.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

**Education, qualifications and training**

GCSE (Grade C or above) or equivalent in 5 subjects including English and Mathematics (E)

GSCE ‘A’ Level in English (D)

**Knowledge, work and other relevant experience**

**Essential:**

- Evidence of successful experience in an administrative and/or secretarial role
- Detailed working knowledge of Microsoft applications, particularly Word, Excel, PowerPoint, Outlook and Access, and using the best IT tools for the task
- Fast keyboard skills; high standard of accuracy and attention to detail
- Experience of using the internet as a research tool and of using web based applications, eg Sharepoint
- Significant experience of meeting and event administration.
Experience of budgetary tracking and the raising and processing of purchase orders, invoices and payments

Desirable:
- Work experience in Higher Education or other educational environments
- Experience of updating and maintaining websites and intranet sites
- Experience of using electronic conferencing and social networking media, e.g. Linked-In, Twitter, etc.
- Experience of using Finance applications such as OpUs, FRODO and Click-Travel
- Experience of Sharepoint, Docudrupal and Documentum systems

Personal abilities and qualities

**Essential:**
- A good understanding of and commitment to the University’s equality and diversity principles, policies and practices
- 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
- Excellent organisational skills and the ability to make effective use of time and resources and work under pressure when necessary
- Ability to prioritise tasks quickly and effectively, including managing multiple competing priorities being directed from others
- Excellent written and spoken communication skills, including experience of dealing with standard queries by email and phone and drafting correspondence. Ability to communicate effectively with people both internal and external to the University at all levels
- Good interpersonal skills with experience of building relationships
- Discretion in the handling of confidential material and information
- Ability to work effectively in a team and be supportive to team members, using tact and discretion when necessary; ability to influence other team members to deliver contributions, without formal line management authority
- Ability to be flexible and adaptable in order to manage diverse duties
- Ability to work independently and to act on own initiative using sound personal judgement

**Desirable:** Experience of taking note/minutes of meetings.

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

This role requires the post holder to work 25 hours per week, every day from Monday to Friday in the Equality Diversity and Information Rights Team.

5. **About the unit/department**

**Academic Policy and Governance**

*Enhancing student and customer experiences through the delivery of expert professional services*

The Academic Policy and Governance unit provides independent, expert information, advice and direct support
to academic units and student-facing academic and operational services.

We provide leadership on academic and student policy, standards and processes and on institutional governance and regulatory compliance.

We create student-centred, value-added, high-quality, accessible, cost-effective solutions in response to needs and feedback from students, regulators, the academic community and other professional services staff. The Academic Policy and Governance Unit was established in November 2015 following a Professional Services restructure.

The unit monitors the external regulatory environment, internal governance decisions and feedback from students, anticipating changes and needs and developing policy and processes in response.

In addition to the Director’s Office, the unit currently includes the following teams:

- Quality Assurance and Curriculum Policy
- Equality, Diversity & Information Rights
- Governance
- Student Casework
- Student Policy & Regulations

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 Sally Medway on 01908 652867 or email: sally.medway@open.ac.uk

If you have any questions regarding the application process please contact APG-office@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>By noon on 15 February 2018</th>
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<tbody>
<tr>
<td>Post it to:</td>
<td>Cathie Scanlan</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Academic Policy &amp; Governance</td>
</tr>
<tr>
<td>Address:</td>
<td>Charles Pinfold, Room 221, The Open University, Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AA</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:APG-office@open.ac.uk">APG-office@open.ac.uk</a></td>
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</table>
### 8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Amy King, Senior Business Manager</th>
</tr>
</thead>
</table>
| The other members of the interview panel will be: | Jenny James, Manager Governance  
Sally Medway, Equality and Information Rights Manager |
| The interviews will take place on: | End of February |
| The selection process for this post will include | Application, test and interview |

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.