# 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>14132</th>
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<tbody>
<tr>
<td><strong>Job title:</strong></td>
<td>Office Coordinator Research and Enterprise</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Head of Research and Enterprise</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>£22,214 - £24,983</td>
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<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Secretarial and Clerical</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>5</td>
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<tr>
<td><strong>Duration of post:</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>37 hours</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td><strong>Closing date:</strong></td>
<td>Noon on 16 November 2017</td>
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</table>
| **Type of application form accepted:** | • Application form  
• Covering letter detailing how your skills and experience meet the criteria listed in the person specification (maximum 2 sides of A4) |
| **Number of referees required:** | 3 |
| **Unit recruitment contact:** | RAS-Operations@open.ac.uk |
2. Summary of duties

**Purpose Statement**

The post-holder will be responsible for providing PA support and administrative support to the Research and Enterprise Office. Work will also involve providing support for a number of Committees, internal support networks and working groups and supporting R&E training programme and relevant enterprise competitions and administration of the internships and work placement scheme. On the Enterprise side the role will support production of various templates for patents and contract agreements as well as maintaining an appropriate record of patent activity. Other duties include helping to maintain the unit’s webpages and dissemination of funding opportunities as well as assisting in monitoring HEIF activities and work related to reporting to University’s statutory returns to HEFCE.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

**Main Responsibilities**

1. Providing low level PA support to the Head of Research and Enterprise, the Senior Manager, Knowledge Exchange & Enterprise for Enterprise Support (ES) and the Senior Manager Research Development for Research Support (RS):
   - Managing diary, ensuring appropriate documentation or background papers for meetings, provide secretariat support to meetings, organising meetings, booking rooms.
   - The post will also when necessary provide administrative cover in the PVC RAS office when one of the staff within that office is on leave or has other commitments.

2. Providing administrative support within R&E:
   - For R&E events and external visits.
   - In booking meetings, travel (ClickTravel), conferences, expenses, raising invoices and monitoring team budgets using internal financial systems, for example OpUs and P-Card.
   - For other advisory and working groups including the Research and Enterprise Support Network (RESN).
   - Support R&E to plan and coordinate a significant programme of training and information workshops.
   - Support the Enterprise Student competitions.

3. Provide administrative support to Enterprise Support (ES), covering patent invoicing, working within budgets, process DEVCCORN contracts, expenses processing/reporting, IP assignment, Sophia database management of ES activities and specific ES project activities for example, the new internship programme, supporting the industrial strategy programme.

   Undertake the production of various standard template agreements through liaison with Central Legal Services (CLS), i.e. Non-Disclosure Agreements (NDAs), Student Assignment Agreements and other legal documents/letters as required and maintain accurate management of files and records.

4. Working with an R&E team member to support and promote the delivery of a number of R&E student facing activities such as internships, work placement and Enterprise Competition. The work requires liaising with Graduate School, Research Degrees, Faculties, academics, Finance, CLS and HR as well as with the external client to ensure appropriate paperwork and agreements are in place for the studentships.
5. Providing support on creation and dissemination of R&E activities and information:
   • Updating content on RS and ES web pages - in particular dissemination of funding opportunities news, and email alert.
   • Maintaining R&E Sharepoint site used as a repository for templates, which includes processing exemplar documentations of successful bids and sharing best practice.
   • Contribute to maintaining R&E Twitter account and assist in the dissemination of funding information and news items (including information on internal workshops) via the account.

6. Wider support for R&E team:
   • Monitoring budgets for HEIF, R&E Workshop programme and University patent portfolio and invoice processing.
   • Manage monitoring HEIF approvals, projects and chasing for final reports and statutory returns for Higher Education Innovation Fund (HEIF).
   • Maintain list of external contacts both commercial and other sectors and by type of activity engaged in/ with at OU and updating the CRM.
   • Maintain list of external queries and supporting collection and maintenance of knowledge exchange case studies.
   • Monitor the following mailboxes ensuring that appropriate responses are given: Research-Support, Research-Workshops, Enterprise, RAS-student-programmes, New-Business-Challenge and Innovation-Award.
   • Use the ‘my learning’ tool to promote and administer the R&E workshop programme
   • Support for Impact events and activities.

7. Act as a point of contact between the rest of the University and Research and Enterprise, undertaking such other duties within Enterprise Support or the wider Research and Academic Strategy (RAS) Unit as may be reasonably requested by the ES Manager, RS Manager or the Director of RAS (for example work to support the implementing the new CRM system.)

8. Support the management of internal systems (University Award Management System (AMS), Sophia, Frodo and CIRCE) and external funder submission eSystems (e.g. Je-S, eGap2, epss, IRAS). This includes allocating AMS workload to Research Development Team through monitoring R&E mailbox and integrity of data in the relevant systems.

9. Any other duties as may reasonably be requested by the team leader, Head of Office or RAS Unit. All staff are expected:
   • To undertake any other duties which may reasonably be required
   • To take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by your acts or omissions at work.
   • To demonstrate a strong commitment to the principles and practice of equality and diversity
3. Person specification

<table>
<thead>
<tr>
<th>Requirements</th>
<th>(E = Essential/ D = Desirable)</th>
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<tr>
<td><strong>Education, qualifications and training</strong></td>
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| **Essential:** | • A minimum of 5 GCSE/O levels or equivalent to include at least Grade C or equivalent in English and Mathematics.  
• Intermediate level (e.g. RSA II or similar qualification) or evidence of word processing skills/experience to equivalent standard.  
• Aptitude for co-ordinating, analysing and disseminating complex information, experience of managing budgets |
| **Desirable** | • A-Levels in English and Mathematics and /or other subjects |
| **Knowledge, work and other relevant experience** | |
| **Essential:** | • Proficiency in the use of current office systems, particularly Word, Outlook and Powerpoint.  
• Basic spreadsheet (Excel), MS Project skills with the willingness to learn and update such skills as well as knowledge of maintaining webpages and sourcing information on line.  
• Ability to work effectively both independently and as a member of a team, sometimes under pressure.  
• Performs work with energy and drive. |
| **Desirable** | • Administrative experience of technology transfer/intellectual property creation and management environment. |
| **Skills, capabilities and qualities** | |
| **Essential:** | • Excellent inter-personal skills, demonstrating discretion, confidentiality and the ability to deal with a wide range of people including senior officers of the OU and external organisations.  
• Ability to communicate effectively with staff at many levels and interact positively with professionals at variety of disciplines.  
• Effective questioning and listening skills.  
• Good organisational skills and the ability to prioritise activities and organise information and records.  
• Ability to work collaboratively and able to influence others to provide information in a timely fashion.  
• An ability to work, on occasion, to very tight deadlines in a diverse and demanding environment.  
• Ability to adapt to changing situations. |
| **Desirable:** | • Proficiency in the use of database systems, ability to interrogate data to produce reports. |
• Ability to take minutes to a committee level standard.
• A willingness to develop new skills and the potential/desire to undertake further formal study.

**Additional Requirements**

**Essential**

• Flexibility and the willingness to work outside normal office hours where necessary to meet ad hoc demands of the RAS Unit.
• Clear commitment to OU values and the OU mission, particularly embracing the implementation and integration of equality & diversity and other inclusive policies.

4. About the unit/department

The Research and Academic Strategy Unit (RAS) provides professional support services to Faculties, Institutes and Schools in connection with the University’s research, enterprise and knowledge exchange, and academic strategy activities. We work across the portfolio of the PVC (Research & Academic Strategy) Professor Kevin Hetherington and through close collaboration with other services. The Unit is made up of 5 offices:

- Academic Strategy
- Planning and Resources
- Research and Enterprise
- Research Degrees
- Graduate School

The Research and Enterprise Office is responsible for supporting the University’s activities for identifying and accessing external income to support research, enterprise and knowledge exchange activities.

5. 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: Gemma.Maldar@open.ac.uk

If you have any questions regarding the application process please contact Julie Hudson on 01908 655484 or email: RAS-Operations@open.ac.uk.

6. 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 Noon 16 November</th>
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<tbody>
<tr>
<td>Post it to:</td>
<td>Matt Childerhouse</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Operations Manager</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Research and Academic Strategy</td>
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7. Selection process and date of interview

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<tr>
<th>The interview panel will be chaired by:</th>
<th>Gemma Maldar, Senior Manager Research Development</th>
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| The other members of the interview panel are: | Malcolm Stokes, Senior Manager Knowledge Exchange and Enterprise  
Lovleen Brenchley, Team Assistant |
| The interviews will take place: | w/c 27th November |

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.