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>14475</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Staffing Adviser</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Staffing and Development Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,214 - £24,983</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Grade</td>
<td>5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>FTC to 2nd June 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon, Friday 23rd March 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long application form plus a covering letter outlining how your skills and experience meet the person specification.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Janie Barker</td>
</tr>
</tbody>
</table>
2. Summary of duties

The post holder will work as part of the Faculty’s Staffing Team to provide support to the Staffing Manager in the smooth operation of the HR function in the Faculty.

The duties below cover all areas of staffing operations in the Faculty. It is expected that all team members will be able to undertake any of the duties listed. The actual distribution of these duties will be shared between the five G5 team members to ensure a varied and manageable workload.

Main Duties

1. Prepares documentation for approval for vacancy release and change of circumstances.
2. Maintains recruitment records in PIMS, including data entry for enquiries, applications, references, interview arrangements and job offers.
3. Administrative support for recruitment processes including liaison with the panel chair and members, responding to enquiries and applicants, processing of applications, management of secure panel shared area to receive and collate applications for the panel at shortlisting and interview; checking of qualifications and proof of eligibility to work in the UK, chasing of references, administer tests as appropriate; arrange catering, meet and greet etc. for interviews.
4. Liaises with Faculty staff and HR to ensure that the confirmation of appointment of successful candidates proceeds quickly, including the inputting of offer details onto PIMS. Notifies relevant Faculty staff about new appointments.
5. Administers the Faculty induction process including the drafting of welcome letters, issue of induction checklists and other relevant documentation to new staff and Line Managers. Monitors the effectiveness of the process in conjunction with the Staffing Manager.
6. Monitoring of staff probation periods, issuing reminders to senior management when reviews are due. Flagging of issues to the Staffing Manager as appropriate. Issue of end of probation letters to staff.
7. Assists the with the processes relating to the promotion and re-grading of staff, the annual merit awards round, and the Career Development and Staff Appraisal (CDSA) scheme.
8. Update PIMS to reflect staff changes with respect to, for example, line manager, salary increases and allowances and location, and advise staff how to change personal details using the University’s Staff Self Service system. Monitors staff contact information in PIMS, ensuring records are updated as appropriate.
9. Produce management information reports as requested by the Staffing Manager or other members of Faculty senior management.
10. Processes documentation relating to changes of circumstances, including changing of hours, extensions of contracts, temp-to-perm amendments and other contractual adjustments for Faculty staff.
11. Ensure University and Faculty exit procedures are followed for those leaving the Faculty or University.
12. Monitoring of sickness absence levels, issuing reports to senior management as required. Flagging of any potential issues to the Staffing Manager.
13. Monitors completion of Cardinus online assessments by staff, taking follow up action, e.g. further workstation assessment as required. Liaises with the H&S team in Estates to arrange specialist workstation assessments, and to co-ordinate the provision of equipment to staff.
14. Provides advice and guidance to Faculty staff on straightforward procedures and policies with respect to staffing matters included in the role.
15. Supports the Staffing Manager in managing the staffing pages on the Faculty intranet, ensuring information is up-to-date.
16. Maintenance of staff files and the archive to ensure compliance with the University’s data retention schedule. Completion of data protection questionnaires as appropriate.

17. Responds to enquiries for information about staff development opportunities and funding, records successful applications for funding and maintains the budget spreadsheet. Liaises with staff to ensure recording of staff development activities on Staff-LMS.

18. To assist in all aspects of learning & development for the Faculty, including: monitoring that personal development plans (PDPs) have been agreed for all individuals in the unit, overseeing the training budget and monitoring expenditure to plan during the year and helping co-ordinate and organise training where there are common requirements for some or all staff.

19. To log all external training that has been completed by Faculty staff on relevant University systems.

20. Administer research-related consultancy contracts to OU staff, using the DEVCORN system as appropriate. Liaison with the Staffing Manager to ensure the most appropriate use of staff consultancies.

21. Monitors team generic mailboxes as appropriate (STEM-Staffing, STEM-Recruitment etc).

22. Supports the Staffing Manager in the co-ordination of the annual workload planning cycle including the various meetings and communications, administration of the Academic Workload Management system, responding to queries and liaison with the Faculty’s Research & Enterprise Support team and Research Accounts to ensure the accuracy of detail.

23. Assists in providing secretarial and administrative support to the Staffing Manager. Covers the work of other Staffing Team members during absences. Contributes to the development and maintenance of Faculty staffing systems and files, ensuring compliance with the Data Protection Act and University retention schedule, and maintaining confidentiality at all times.

24. Any other duties in support of the smooth running of the Deanery as requested by the Staffing Manager.

Other Duties

25. 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.

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

27. Attend appropriate staff development events.

3. Person specification

Requirements  \( (E = \text{Essential} / D = \text{Desirable}) \)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
</tr>
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<tbody>
<tr>
<td>• Good general secondary education at least to A-level or equivalent (E)</td>
</tr>
<tr>
<td>• Level 3 CIPD Qualification (D)</td>
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</tbody>
</table>

Knowledge, work and other relevant experience
Essential:
- Evidence of successful secretarial and administrative work experience.
- Excellent information and communication technology skills, including the ability to use Microsoft applications including Word, Excel & Outlook, and experience of using databases, spreadsheets and templates.
- Experience of planning and organising several small projects or vacancies, prioritising and scheduling tasks to cope with conflicting demands and deadlines, paying attention to detail and managing records effectively.
- Understanding of the principles of data protection and how to manage confidential records.
- Knowledge of and commitment to equal opportunities policies and practices.

Desirable:
- Experience of implementing recruitment and selection procedures and of using human resources information systems.
- Knowledge of legislation affecting the management of human resources.
- Experience of managing confidential information in an open-plan working environment.

Personal abilities and qualities

Essential:
- Good planning and organisational skills with the ability to work pro-actively, co-operatively in a variety of team settings.
- Excellent interpersonal skills with experience of building good relationships and considering the needs of customers.
- Evidence of the ability to solve problems, using information from a variety of sources to aid analysis and make timely decisions.
- Ability to work flexibly and in an adaptable way, sometimes under considerable pressure.
- Good verbal and written communication skills with the ability to maintain confidentiality and use discretion.
- The ability to work well as part of a team.

Desirable:

4. Role specific requirements e.g. Shift working

N/A

5. About the unit/department

Faculty of Science, Technology, Engineering & Mathematics

The Faculty of Science, Technology, Engineering and Mathematics (STEM) is comprised:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”
The Faculty of STEM consists of 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting nearly 19,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £17M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

**We are inclusive:**
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

**We are highly innovative:**
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

**We deliver significant social and economic impact:**
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK

**The Deanery**
The Deanery is the administrative hub of the Faculty and comprises of four teams:

- Curriculum Support
- Faculty Administration
- Laboratory Support
- Research & Enterprise Support

Comprising of the Executive Dean, Associate Deans, administrative and support staff, the Deanery manages the Faculty’s curriculum planning, module production and presentation; Laboratory infrastructure; specialist IT support; finances; human resources; and cross Faculty management of the research & enterprise activities.

### 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 Jane Kots on +44 (0)1908 655 619 or email: Jane.Kots@open.ac.uk
If you have any questions regarding the application process please contact Janie Barker on +44 (0)1908 653 665 or email: STEM-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Your application should contain:</th>
<th>A Long application form plus a covering letter outlining how your skills and experience meet the person specification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please ensure that your application reaches the University by:</td>
<td>Noon, Friday 23rd March 2018</td>
</tr>
<tr>
<td>E-mail your application to:</td>
<td><a href="mailto:STEM-Recruitment@open.ac.uk">STEM-Recruitment@open.ac.uk</a></td>
</tr>
<tr>
<td>Or post it to Name/Job title:</td>
<td>Janie Barker, Staffing Adviser</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Deanery, Faculty of Science, Technology, Engineering &amp; Mathematics</td>
</tr>
<tr>
<td>Address:</td>
<td>The Open University, Walton Hall, Milton Keynes, MK7 6AA</td>
</tr>
</tbody>
</table>

8. Selection process and date of interview

| The interview panel will be chaired by: | Jane Kots, Staffing & Development Manager |
| The other members of the interview panel will include: | To be confirmed |
| The interviews will take place on: | Week commencing 9th April 2018 |
| The selection process for this post will include | TBC |

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.