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>14541</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Manager (Executive Support)</td>
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<tr>
<td>Reports to:</td>
<td>Director of Strategy, Planning &amp; Resources</td>
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<tr>
<td>Salary:</td>
<td>£39,992 - £47,722</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade</td>
<td>G8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>12 months fixed term contract</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>Noon on Monday 30 April 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long (see section 7 for more information)</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:FASS-Recruitment@open.ac.uk">FASS-Recruitment@open.ac.uk</a></td>
</tr>
</tbody>
</table>
2. Summary of duties

Purpose Statement

As Senior Manager (Executive Support) you will provide executive support to the Executive Dean and the Director of Strategy, Planning & Resources and will be responsible for the direct line management of the Manager (Executive Office), plus leading the team of staff supporting the Executive Office. You will ensure that work delegated to them by the Executive Dean and Director is prioritised, managed and carried out effectively and efficiently.

You will be required to demonstrate initiative and resourcefulness in carrying out the role, and will be expected to become relatively independent on a day-to-day basis. This post will allow the incumbent to become familiar with the whole business of the University and should act as a spring-board to a career in higher education.

Main Responsibilities

1. To co-ordinate and prepare reports and papers for the Executive Dean and Director.
2. To work closely with the Faculty, VCE, other Faculties and other Units around the University to take forward the Executive Dean’s and Director’s business.
3. To liaise with a wide range of senior staff in the Open University, including the University Secretary, Pro-Vice Chancellors, other Executive Deans and Heads of Professional Services units and from external organisations including other universities and sector bodies.
4. To draft papers, letters and emails on complex and sensitive business topics at the direction of the Director.
5. To undertake feasibility studies, scoping exercises or project manage activities on behalf of the Executive Dean and Director.
6. To ensure the Executive Dean and Director are fully briefed and prepared for all activities.
7. To accompany the Executive Dean and Director, at their request, on external visits.
8. To actively lead the support team in the postholder’s remit and to directly line manage the Manager (Executive Office) plus others as required.
9. To undertake other tasks as necessary and appropriate to the grade and nature of the role.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

Education, qualifications and training

Essential: A first degree or equivalent experience

Knowledge, work and other relevant experience

Essential: • Experience of writing reports, briefing materials and presentations for a range of audiences including senior management
• Broad knowledge of, and interest in, the UK HEI policy and funding environment
Desirable:
- Experience of providing support to senior executives
- Line management experience
- Project management experience

Skills, capabilities and qualities

Essential:
- Excellent IT skills (including the full range of MS Office)
- High levels of accuracy and attention to detail
- Excellent communication skills both written and oral
- Good analytical skills with the ability to present information appropriate to the audience, using a variety of styles and tools
- Good interpersonal skills with the ability to interact with staff at all levels, including senior management, with tact and diplomacy
- Confident, articulate and effective in contributing to meetings and discussions, negotiating and influencing outcomes
- Proven organisational and problem solving skills
- Ability to prioritise own workload and work flexibly, with initiative to quickly grasp issues and potential solutions, taking personal responsibility for delivery of work outcomes
- Ability to work without supervision, reliably delivering work of a consistently high standard, to agreed, sometimes short, timescales
- Clear commitment to OU values and mission, particularly embracing the implementation and integration of equality and diversity, and other inclusive policies
- A commitment to continuing personal development

4. Role specific requirements e.g. Shift working

Some national travel may be involved, with the requirement to work outside of normal working hours.
5. About the unit

The Faculty of Arts and Social Sciences (FASS)

The Faculty is the largest and most diverse at The Open University, with some 50,000 students studying our modules with excellent completion rates and consistently outstanding student satisfaction ratings. Noted for the strength of our interdisciplinary approaches, our scholars of international standing teach and research a very wide range of topics and themes in specific subject areas, recognized as world class or internationally excellent in the latest Research Excellence Framework (REF) in 2014, and having a direct and profound influence on our undergraduate and postgraduate teaching.

The Faculty is organised into four Schools:

- School of Psychology
- School of Politics, Philosophy, Economics, Development, Geography
- School of History, Religious Studies, Sociology, Social Policy & Criminology
- School of Art History, Classical Studies, English & Creative Writing, Music

Students are supported by three Student Support Teams. These teams offer specialist study support to students undertaking our qualifications across the University. Members of academic staff, including regional academics, form part of these teams in sustaining and improving student progression and retention.

The Faculty works closely with important organisations and institutions in the UK and other parts of the world in a range of validated partnerships and collaborations. Engaged in world-class, agenda setting research tackling the most difficult challenges facing us in the 21st Century, with work in numerous subject-based and interdisciplinary research groups and projects.

With c.1800 members of staff comprising academics, associate lecturers, support staff and full-time research students working across the locations of the University, combining originality and innovation in research and curriculum, the Faculty of Arts and Social Sciences is a vibrant and exciting place to study and work.

To find out more about the Faculty’s teaching, learning and research, please visit: [http://fass.open.ac.uk/](http://fass.open.ac.uk/).

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 either Steve Clayton via email: steve.clayton@open.ac.uk or Clare Ikin via email: c.m.ikin@open.ac.uk.

If you have any questions regarding the application process please contact the Recruitment Assistant via email: FASS-Recruitment@open.ac.uk.
7. The application process and where to send completed applications

Please ensure that your application reaches the University by: 12 noon on Monday 30 April 2018.

Applications received after the closing date will not be accepted.

Your application should include:

- A completed application form (long version).
- A covering letter (no longer than 3 sides of A4) in which you set out precisely the evidence of how you meet the person specification (addressing each element in turn) and what you can bring to this post.
- A curriculum vitae.

Post it to: The Recruitment Assistant

Department/Unit: Faculty of Arts & Social Sciences

Address: Room 140, 1st floor of Briggs Building
The Open University
Walton Hall
Milton Keynes

Post Code: MK7 6AA

Or e-mail your application to: FASS-Recruitment@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: To be confirmed

The other members of the interview panel will be: To be confirmed

The interviews will take place on: Tuesday 22 May 2018

The selection process for this post will include

In addition to a 45 minute interview, the selection process for this post will include a pre-interview activity.

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.