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>14550</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Curriculum Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Curriculum Support Co-ordinator</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,214 - £24,983 pro rata</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 07/01/2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>21 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon – 2 May 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long Application Form</td>
</tr>
<tr>
<td></td>
<td>Covering letter of up to 500 words briefly describing why you are applying for this post.</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Zoe Anderson</td>
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</tbody>
</table>
2. Summary of duties

Main purpose of role:
The role holder will be responsible for providing support to one or more Curriculum Managers and modules in the Life Health and Chemical Sciences School.

Description of duties:
1. Maintain all related documents, team membership lists and files according to the University/Faculty file system, ensure that all documents are appropriately named, recorded and filed.
2. In liaison with Curriculum Manager, ensure that module materials are prepared according to appropriate formats using agreed templates and that principles version control are adhered to; 
3. Organise Module Team meetings, and other events such as tutor briefings as required; manage mailings and ensure that appropriate arrangements are followed up;
4. Where appropriate, attend meetings, take minutes and generally assist with meeting requirements; 
5. Assist with the maintenance of all expenditure charged to module budgets, check information on FRODO;
6. Assist with copyright applications, maintain complete records of all copyright applications and associated costs;
7. Be the main contact point for internal and external queries (using VOICE) and information storage and retrieval for a designated number of modules. This includes assisting with the updating Faculty/University systems (Rights Portal, FRODO, ECM, CIRCE MI, etc.);
8. Produce/record module related consultancy contracts and manage payments using DEVCORN;
9. Take responsibility for the secure storage of all assessment material in accordance with University regulations;
10. Undertake a range of administrative tasks as directed by the Curriculum Managers, such as respond to generic emails, liaise with other areas of the University and externally as required;
11. Be an adaptable and responsive member of the team; undertake a variety of duties and work practices as required by the Line Manager;
12. Provide assistance in the preparation and updating of web pages;
13. Undertake additional duties, where required, as directed by the Line Manager.

Other Duties
14. 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.
15. Have a strong commitment to the principles and practice of equality and diversity.
16. Attend appropriate staff development events.

3. Person specification

Requirements

Education, qualifications and training

<table>
<thead>
<tr>
<th>Essential:</th>
<th>GCSE Grade C standard or equivalent in English</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Typewriting/word processing or equivalent qualification</td>
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<tr>
<td>Desirable:</td>
<td>European Computer Driving Licence (ECDL)</td>
</tr>
</tbody>
</table>

Knowledge, work and other relevant experience

| Essential:          | Previous IT experience in an office environment, including a good working knowledge of word processing, electronic diaries, email, spreadsheets, PowerPoint, database and internet packages |
- Previous office experience in a secretarial and clerical capacity
- Excellent oral and written communication skills
- Excellent organisational skills, ability to manage own complex workload and support others to do the same to a professional standard

**Desirable:**
- Previous budgetary experience
- Previous experience of note taking at meetings
- Previous experience of applying style sheets/templates
- Previous experience of using Structured Content or oXygen XML writing software
- Previous experience of Documentum
- Previous experience as a Curriculum Assistant

**Personal abilities and qualities**

**Essential:**

**Evidence against key behavioural competencies**

**Inclusive**
- Working together collaboratively:
  - Works as part of a team towards the common goal
  - Works co-operatively with others in order to achieve objectives
  - Takes fair share of workload

- Respecting the individual:
  - Demonstrates a commitment to developing interpersonal skills
  - Shows respect to individuals from diverse backgrounds, holding different values and attitudes

**Responsive**
- Taking personal responsibility:
  - Proactive approach to work within area of responsibility
  - Takes responsibility for getting things done

- Delivering excellent service:
  - Clearly identifies requirements and manages expectations
  - Plans and organises workloads to ensure that deadlines are met within resource constraints
  - Sets and meets high standards for service

- Promoting learning and development:
  - Shows commitment to own development

**Innovative**
- Solving problems:
  - Takes a holistic view when analysing problems

- Fostering high performance:
  - Takes full responsibility and accountability for own tasks
  - Seeks to do the best possible job and to deliver the highest quality of work

- Embracing change:
  - Responds quickly to changing priorities
  - Challenges the status quo in a constructive way

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

Flexible hours however must include working a Thursday.

5. About the unit/department

**Faculty of Science, Technology, Engineering & Mathematics**
The newly formed Faculty of Science, Technology, Engineering and Mathematics (STEM) comprises:

- 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 more than 20,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £20M) 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
**The Open University, Human Resources, HRG158 | Page 5 of 6**

- 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.

**Curriculum Support**
While the academic support to our modules is provided by the Schools, the Faculty’s curriculum is developed and managed by Boards of Studies covering six subject areas. Qualification Teams support operational activity for qualifications and modules and support staff including Senior Managers (Qualifications), Curriculum Managers, Curriculum Support Co-ordinators and Curriculum Assistants are organised within this framework.

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### 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 email: Miranda.Callaway@open.ac.uk

If you have any questions regarding the application process please contact Zoe Anderson on +44 (0)1908 332313 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) a completed <strong>long application form</strong>, please ensure you complete all sections of the form;</th>
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</thead>
<tbody>
<tr>
<td>(b) a <strong>letter</strong> of up to 500 words briefly describing why you are applying for this post.</td>
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</table>

**NB:** It is important that candidates complete all sections of the application form in full. The selection panel will be paying particular attention to the following points in your letter: *Describe briefly the nature of your present appointment, and any other position which you have held that you consider relevant to this application and by providing examples of how this meets the person specification.*

A CV is **not** required and will **not** be used as part of the selection process.

Please ensure that your application reaches the University by: Noon – 2 May 2018
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Simone Pitman, Senior Teaching (Manager) - LHCS</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Miranda Callaway, Curriculum Support Co-ordinator – LHCS</td>
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<td></td>
<td>Crispian McArthur, Curriculum Manager - LHCS</td>
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<tr>
<td>The interviews will take place on:</td>
<td>Date to be confirmed but we expect them to take place week commencing 7 May 2018</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>A test and interview</td>
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</tbody>
</table>

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.