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>14682</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Research Support Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Manager (Research and Scholarship)</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>G5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time (a minimum of 22.5 hours per week will be considered)</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon, 12 June 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Long</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Janie Barker</td>
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2. Summary of duties

The role of the Research Support Assistant is to provide flexible support across the STEM Research, Enterprise and Scholarship team in managing research and research-enterprise related activities and processes to ensure the smooth and effective management of external funding related data and reporting. The role also provides support to the faculty REF related activities on behalf of the Senior Manager: Research and Scholarship and the Associate Dean (Research and Scholarship).

Main Duties

The person appointed to this post will undertake duties to include:

1. Providing administrative support to Research, Enterprise and Scholarship Team in managing pre and post bid award activities. Deals with correspondence and telephone or electronic enquiries using initiative and discretion and communicates professionally and confidently with internal and external stakeholders.

2. Providing support to Research Managers in the management of specific bidding activity and processes to ensure all administrative support arrangements are in place. Including running pipeline reports from the Awards Management System (AMS), liaising with academics regarding project status and updating of systems as appropriate.

3. Providing support for the co-ordination of post award activities relating to the management of new awards, including updating the workload planning database and all relevant MI systems.

4. Notifying Schools and other stakeholders of non-research awards, creating and maintain project templates in AMS, for example Laboratory Services projects.

5. Provides support to the Senior Manager: Research and Scholarship with project specific activities as required, for example, REF2021+ preparation, including supporting all REF related internal reviews, administrative support to the REF2021 UoA Strategy Chairs meetings.

6. Working with the Senior Manager: Research and Scholarship and UoA Chairs, to provide support in the development of REF impact case studies, including the review and management of evidence captured within AMS.

7. Providing support across a number of activities ensuring compliance as appropriate, including regular updating of People Profiles, ensuring that academic research profiles for STEM are maximised in terms of impact and volume and to monitor Open Access publication reports for HEFCE compliance.

8. Providing support to the Post Award Co-ordinator on the newly awarded projects, including scheduling of start-up, review and closure meetings, taking notes as required and following up on actions as necessary.

9. To be responsible for maintaining systems and processes related to the integrity of the Awards Management System (AMS) data, monitoring the accuracy of the data within AMS and the workload planning database and making changes as necessary. Running regular reports and quarterly updates to all bid status and producing reports for workload planning purposes.

10. Providing cover in the management of the STEM-REST team mailboxes, allocating emails and actions as required.

11. To maintain list of RES team research administrative processes, ensuring that these are reviewed and maintained and accessible by all, liaising with colleagues as necessary.

12. Provides support for maintenance, review and update for the Research area of the Team intranet site, including development of new content in liaison with team colleagues, ensuring all information is correct and up-to-date, and working with relevant individuals to develop new content when appropriate.
13. Arranges meetings, prepares and circulates papers, takes and writes meeting notes as required.

14. Assists in maintaining the Research, Enterprise and Scholarship Team’s electronic filing systems, ensuring the security of confidential information.

15. Such other responsibilities and activities as may be required by the Senior Managers and Associate Deans.

16. Participate in and provide input to University and Faculty committees, groups and projects as required.

All Staff are expected to:

17. 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.

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

19. Attend appropriate staff development events.

3. Person specification

### Requirements  (E = Essential/ D = Desirable)

#### Education, qualifications and training

**Essential:**
- Good general secondary education at least to GCSE level or equivalent.

#### Knowledge, work and other relevant experience

**Essential:**
- Appropriate level of directly relevant administrative experience
- Good information and communication technology (ICT) skills, in particular use of Excel to tabulate and analyse information

**Desirable:**

#### Personal abilities and qualities

**Essential:**
- Excellent inter-personal skills, demonstrating high levels of discretion and confidentiality with the ability to deal appropriately with a wide range of staff and requests
- Excellent information and communication technology skills including the ability to use Microsoft applications and experience of using databases, spreadsheets and templates
- Good written and oral communication skills and the ability to use a variety of communication methods to suit the occasion
- Ability to plan and organise own work efficiently and to work pro-actively, independently, co-operatively and responsively.
- Experience of working effectively in a team and being supportive to team members, using tact, discretion and initiative when necessary.
- Ability to work flexibly and in an adaptable way, sometimes under considerable pressure.
- Ability to understand financial records.
| Ability to work effectively, with a high level of attention to detail and prioritise workload.  
A commitment to equal opportunities and practice. |
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<tbody>
<tr>
<td><strong>Desirable:</strong></td>
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<tr>
<td>Experience of report writing or preparing committee papers</td>
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4. **Role specific requirements e.g. Shift working**
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
- 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.

STEM Research, Enterprise & Scholarship Team

The STEM Research, Enterprise and Scholarship team is a friendly team with a strong customer focus. We aim to provide a reliable, responsive high quality service to our wide range of clients. We coordinate all the activity which is not directly qualification delivery or student support. Maintaining an interest in the external environment, we liaise closely with staff across the Faculty, with other University stakeholders and external contacts as part of our mission to generate additional income for STEM. The post holder will be a key part of the team and will also need to engage with equivalent teams across the OU.

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 Claire Cooper on +44 (0) 1908 654937 or email: claire.cooper@open.ac.uk.

If you have any questions regarding the application process please contact Janie Barker on +44 (0) 1908 653665 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>Your application should contain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) a completed long application form, please ensure you complete all sections of the form;</td>
<td>(b) a covering letter detailing how you meet the person specification.</td>
</tr>
<tr>
<td><strong>NB</strong>: 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 section of the application form: <em>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.</em></td>
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</table>

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, 12 June 2018

E-mail your application to: STEM-Recruitment@open.ac.uk

Or post it to Name/Job title: Janie Barker, Staffing Adviser

Department/Unit: Deanery, Faculty of Science, Technology, Engineering & Mathematics

Address: The Open University, Walton Hall, Milton Keynes, MK7 6AA
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Claire Cooper</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>To be confirmed</td>
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</tbody>
</table>
| The selection process for this post will include | Interview  
Test |

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.