# 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>15116</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Curriculum Assistant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Curriculum Co-Ordinator</td>
</tr>
<tr>
<td>Salary:</td>
<td>£22,659 to £25,482</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Secretarial &amp; Clerical</td>
</tr>
<tr>
<td>Grade</td>
<td>5</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Fixed Term Contract until 31 July 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>29.6 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>5.00pm on 22 November 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Application Form and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Helen Jackman</td>
</tr>
</tbody>
</table>
2. Summary of duties

Overall job purpose:
To assist in administrative tasks for the production and presentation of modules and programmes in the Faculty of Wellbeing, Education & Languages.

Job Description

1. Provide administrative support to the Curriculum Managers (CM) and Academic Staff, including qualification and module related meetings; papers preparation and circulation; taking notes during meetings; writing and distributing notes; creating action logs and following up on progress.

2. Assist with administrative matters relating to students’ registration and assessment, including entry checks, extension requests, credit transfer and complaints handling adhering to the quality requirements of professional external bodies (e.g. NMC, AMBDA etc)

3. Provide all the operational support for the monitoring process, including, where appropriate, overseeing the submission of the monitoring information and day to day liaison with the Assessment Processing Centre.

4. Be initial contact in dealing with enquiries about the modules from students and the SRSC (Nottingham) receiving and responding using OU systems such as VOICE and email.

5. Enter and update information on OU systems such as VOICE, CAMEL, OPUS, PLANET and P-card systems as necessary.

6. Support the Academic Conduct process and the Academic Conduct officer/s in collating and processing, academic conduct cases and queries, using the VOICE and email systems.

7. Work with and apply word-processing style sheets including use of Oxygen, EdX, OSET and Open_Create for structured content on module websites to produce module materials.

8. Liaise with editors, book co-ordinators, academics, curriculum managers and designers as necessary.

9. Distribute module materials to module team members, external consultants and agencies, and for production handover, often to tight deadlines imposed by production schedules and liaise with operational areas of the university to monitor the progress of module materials during production.

10. Deal with applications of copyrights by: researching images, books or extracts for copyrights purposes or quotes. Process copyright clearance applications as required by the curriculum manager.

11. Deal with eTMA monitoring by collating responses, chasing as appropriate and completing the monitoring spreadsheet by set deadlines.

12. Assist and support the CM with the preparation of contracting for monitoring and consultancy in line with OU policy to ensure timely payment and assist the CM with monitoring the expenditure for modules against production and presentation budgets as necessary.

13. Provide support for the credit transfer assessment process for the relevant programme or school.

14. Provide support for the annual quality, monitoring and enhancement processes.

15. Provide support for group tuition processes as appropriate.

16. Maintain up-to-date mailing lists; arrange mailings, which may include confidential information, to associate lecturers; arrange distribution and storage of resource materials.

17. Assist in arranging face-to-face, telephone, postal or on-line briefings for associate lecturers. This involves compiling and mailing the briefing documentation; organising the venue; booking and co-ordinating telephone conferences; liaising with academics and associate lecturers.

18. Provide ad-hoc support and administrative duties requested by the wider school and faculty as necessary.
3. Person specification

<table>
<thead>
<tr>
<th>Requirements (E = Essential/ D = Desirable)</th>
</tr>
</thead>
</table>

### Education, qualifications and training

1. GCSE grade C or equivalent (to include English and Maths).

### Knowledge, work and other relevant experience

#### Essential:

2. Evidence of successful experience in a secretarial, clerical or administrative role.

3. Excellent information and communication technology skills including the ability to use Microsoft applications, particularly Word, Excel and Outlook, and experience of using databases, spreadsheets and templates.

4. Ability to plan and organise own work efficiently and to work pro-actively, co-operatively and responsively with others.

5. Ability to understand and interpret information and data records.

6. Experience of working effectively in a team and being supportive to team members, using tact and discretion when necessary.

7. Experience of providing excellent service to internal and external customers.

8. Ability to work flexibly and in an adaptable way, sometimes under considerable pressure.

9. The ability to use judgement, initiative and discretion to deal with urgent matters in the absence of the relevant staff member, passing to other colleagues as appropriate.

#### Desirable:

10. Experience of updating website information and electronic conferencing.

11. Knowledge of the higher education environment and student market.

12. A-level in a foreign language(s) (or equivalent qualification)

### Personal abilities and qualities

#### Essential:

13. Good interpersonal skills with experience of building relationships.

14. Good verbal and written communication skills.

15. Commitment to equal opportunities policies and practices.

#### Desirable:

16. A willingness to learn new skills and to be responsive to changing duties and working practices in a positive manner.

17. A willingness to work flexibly to assist and support the team.
4. Role specific requirements e.g. Shift working

There are no shift pattern or other specific requirements for this role.

5. About the unit/department

**Faculty of Wellbeing, Education and Language Studies (WELS)**

The Faculty of Wellbeing, Education and Language Studies has approximately 1,626 members of staff (including 1,231 Associate Lecturers), based in Milton Keynes and in regional and national offices, who support approximately 35,943 students. The majority of these are in the UK, but the Faculty also has students in the Republic of Ireland, Continental Western Europe and elsewhere in the world.

Organised as three schools, the Faculty works across a range of disciplines including education, childhood and youth, health and social care, youth work, social work, languages and applied linguistics, nursing, and sport and fitness. We have an innovative approach to teaching and learning, develop collaborative partnerships with employers and other institutions, and engage in cutting edge, action oriented and internationally recognised research.

The three schools in the Faculty are:

- School of Education, Childhood, Youth and Sport
- School of Health, Wellbeing and Social Care
- School of Languages and Applied Linguistics

Further information about the Faculty can be found at [http://wels.open.ac.uk/](http://wels.open.ac.uk/)

**Curriculum Management Group (CMG)**

The purpose of the Curriculum Management Group (CMG) is to manage the Faculty's teaching programme, to ensure that our curriculum design, production and presentation lead the field and meet quality and cost standards. We work at a number of levels: with module and qualification teams to develop new curricula, and at faculty level to steer these teams to meet Faculty and University plans and priorities.

The CMG is led by the Head of Curriculum Management, assisted by a Deputy. The staff range from curriculum assistants to senior managers and are organised in teams across the faculty. Senior Managers report formally to the Head of Curriculum Management and are normally located with academic teams. Curriculum Assistants report to either Curriculum Co-Ordinators or Curriculum Managers, the Curriculum Managers report to Senior Managers (Qualifications) and are also located with academic teams. Other Curriculum Managers support quality assurance at the Faculty level and are located within the Faculty Office.

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 Chrissie Wood on 01908 652 838 or email: Christina.wood@open.ac.uk

If you have any questions regarding the application process please contact Helen Jackman on 01908 332247 or email: wels-recruitment@open.ac.uk

For further information please see How to Apply: [http://www.open.ac.uk/about/employment/how-apply-general-vacancies](http://www.open.ac.uk/about/employment/how-apply-general-vacancies)
## 7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>5.00pm on 22 November 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td></td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Helen Jackman, Staffing Co-ordinator</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>WELS</td>
</tr>
</tbody>
</table>
| Address: | WELS Staffing Team  
116-118 Horlock Building  
The Open University  
Walton Hall  
Milton Keynes |
| Post Code: | MK7 6AA |
| Or e-mail your application to: | Wels-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: | To be confirmed |
| The selection process for this post will include | To be confirmed |

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.