Further Particulars

This document includes information about the role for which you are applying and the information you will need to provide with the application.

1. Role details

Vacancy reference:	10921
Job title:	Senior Administration Assistant
Reports to:	Administration Manager
Salary:	£21,391 – £24,057
Terms and conditions of service:	Full time Support Staff
Grade:	GR5
Duration of post:	Until 31st December 2016
Working hours:	37 hours per week (Monday to Friday)
Location:	Walton Hall, Milton Keynes
Closing date:	Noon 9th January 2015
Type of application form accepted:	Standard / long version (plus covering letter)
Number of referees required:	Minimum of 2 (up to 3)
Unit recruitment contact:	kmi-recruitment@open.ac.uk

2. Summary of duties

The Open University's Knowledge Media Institute has an opening for an experienced person to take on the role of Senior Administration Assistant. You should be adaptable to the unique environment and demands of a high-profile research laboratory, which requires a degree of flexibility and initiative to cope with fluctuating workload and non-routine activity. Having agreed clear objectives and well-defined guidelines and boundaries within which to work, you will be required to prioritise and schedule tasks and to exercise judgement and initiative in discharging your duties, liaising with the appropriate networks to ensure timely dissemination of information.

The appointment will be made on the Salary Scales for Support Staff (Secretarial and Clerical; Technical and Craft Staff), Grade 5 ranging from £21,391 – £24,057 pa depending on qualifications and experience.

Main purpose of role

- Assistant to the KMi Administration Team in general office activities and project administration.

Description of Duties

Senior Administration Assistant

- Supports the maintenance of proper financial and other records of KMi project activities:
    - ~ As a registered FRODO user for nominated KMi cost centres, extracts financial data from FRODO and maintains spreadsheets which contribute to providing up-to-date information on the current financial position of the institute's research projects;
    - ~ Nominated checker of staff expense claims via the OU's TSE online system.

- Assists with the organization and smooth running of workshops, seminars and conferences for KMi.

- Secretarial support for the Administration Manager (and other senior staff, as required):
    - ~ Management of diaries;
    - ~ Storage and retrieval of documents for specific executive meetings;
    - ~ Minute taking and distribution for specific meetings;
    - ~ Creation and management of Task Lists for KMi Executive;
    - ~ Monitoring budgets.

Other duties

- As required by the role.

3. Person specification

		Essential / Desirable
Education, qualifications and training:		
1.	GCSE grade C or equivalent standard of education, including English and Maths.	E
2.	Excellent IT skills (mainly in the use of MS Office, plus Apple iwork or equivalent products).	E
3.	European Computer Driving Licence (ECDL)	D
Knowledge, work and other relevant experience:		
1.	Office experience in secretarial/clerical and management support roles.	E
2.	Proven project administration experience.	E
3.	Proven advanced spreadsheet skills.	E
4.	Proven experience of word processing and database maintenance.	E
5.	Proven experience of minute taking.	D
6.	Experience of working in a commercial/legal environment.	D
7.	Experience of online databases or portals.	D
Skills and capabilities:		
1.	Demonstrable enthusiasm and willingness to develop new skills and use new technologies.	E
2.	Excellent written communication skills including the ability to produce minutes, format formal papers and produce clear concise emails.	E
3.	Presentation skills.	D
Personal qualities:		
1.	Excellent interpersonal and oral communications skills.	E
2.	Initiative, adaptability and ability to work independently.	E
3.	Time management skills.	E
4.	Ability to work accurately, methodically and speedily.	E
5.	Team-working skills.	E

4. Role specific requirements e.g. Shift working

n/a

5. About the unit/department

The Knowledge Media Institute (KMi) of the UK's Open University is a highly successful interdisciplinary research centre founded at The Open University in 1995, and located in attractive premises at The Open University's main campus in Milton Keynes, UK. We offer a stimulating environment, widely acknowledged to be at the leading edge of research and development, particularly in Semantic Technologies, Human Computer Interaction, New Media and Information Retrieval. The style, impact and content of our work can be seen at http://kmi.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 Jane Whild on Tel: +44 (0)1908 652907, email jane.whild@open.ac.uk, or Alan Fletcher on Tel: +44 (0)1908 654511, email alan.fletcher@open.ac.uk

If you have any questions regarding the application process please contact Ortenz Rose on +44 (0)1908 654774 or email ortenz.rose@open.ac.uk

7. The application process and where to send completed applications

Please ensure that your application reaches the University by: **noon 9th January 2015**

Post it to:

Name/Job title: Ortenz Rose – Senior Staffing Coordinator

Department/Unit: Knowledge Media Institute

Address: The Open University
                   Walton Hall
                   MILTON KEYNES
                   Bucks

Post Code: MK7 6AA

Or e-mail your application to: kmi-recruitment@open.ac.uk

8. Selection process and date of interview

The interviews will take place as soon as possible after the closing date.

The interview panel will be chaired by Professor Peter Scott (KMi Director). Other members of the interview panel will include Jane Whild (KMi Administration Manager), Alan Fletcher (KMi Business Development/Lab Manager), and Aneta Tumilowicz (KMi Senior Administration Coordinator).

The selection process for this post will be by review of applications by the Chair and selected members of the interview panel. It is important that candidates:

(a) complete all relevant sections of the application form; and

(b) include a covering letter briefly describing why you are applying for this position, the nature of your present appointment, and any other position which you have held that you consider relevant to this application.

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

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 be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.