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

Vacancy reference	13772
Job title:	ERDF Project Secretary
Reports to:	KMi Business Development Manager
Salary:	Ranging from £21,843 - £24,565
Terms and conditions:	Support Staff
Grade	GR5
Duration of post:	Until 30 June 2019
Working hours:	37 hours per week (full time, Monday to Friday)
Location:	Milton Keynes
Closing date:	5pm on 27 July 2017
Type of application form accepted:	Full version of application form (plus CV & covering letter)
Number of referees required:	Two
Unit recruitment contact:	Ortenz Rose

2. Summary of duties

The post holder works as part of the KMi Administration team to provide secretarial and administrative support associated with two ERDF projects.

KMi seeks an experienced Project Secretary to support the delivery management of two projects funded by the European Regional Development Fund (ERDF): **ICT Escalator** and **CityLabs**. Working with our project partners and SME's within the SEMLEP Region, these projects will utilise and enhance the research and innovation infrastructure present in Milton Keynes, thanks to the large investment brought in through the £18m MK:Smart project (www.mksmart.org).

ICT Escalator 0.5%FTE:

ICT Escalator (led by the University of Bedfordshire) delivers specialist support to develop digital capability so that SME's can make full use of high speed connectivity to the internet, build on existing business opportunities and create new innovative digital applications, platforms and services. KMi will be responsible for supporting the development of 15-20 "Data Hungry" SMEs over a two-year period. To do this we will outline the benefits and opportunities of the MK Data Hub and support SME engagement with workshops, presentations and 1-1 interventions to identify needs and prototype solutions as well as providing funding mechanisms for innovation.

CityLabs 0.5%FTE:

The main objective of CityLabs will be to enhance the research and innovation infrastructure already present in Milton Keynes. On top of this, KMi will implement an advanced programme of innovation support and training for SME's, which aims to address the existing limitations in the ability of SMEs to exploit the potential of big data and bring innovative solutions to market. KMi will support 20 SMEs in this 2 year project.

JOB DESCRIPTION

You will divide your time 50:50 between these two complementary projects, delivering excellent project administration support and value to all stakeholders. You will request information from project stakeholders for inclusion in project reports, gather and collate project team timesheets, provide project activity and procurement reports to the project sponsor in accordance with the reporting rules and mechanisms of the EU, support events and SME engagement, provide secretarial and administrative support to the Project Director, Business Development and Project Managers.

You will work with the academic lead to coordinate the project delivery teams and engage with SME clients to ensure a high degree of support and contract compliance as well as effective use of time and resources.

You will contribute to the communications activities of the projects and have some input into social media channels and events support for SME awareness and engagement activity.

You will agree your tasks, activities and outcomes with your Line Manager according to the project needs, and be expected to undertake these in a timely manner, working to agreed deadlines.

In particular, the post holder:
- Provides secretarial support to the Project Director, Business Development Manager and Project Manager, to include agenda setting, arranging meetings, preparing and circulating papers and taking minutes;
- Provides administrative support and services for project events, including conferences, seminars and workshops. Creates and updates mailing lists, prepares papers, PowerPoint presentations, produces posters to advertise events, organises rooms, equipment, catering, travel and accommodation;
- Contributes to the effective use of systems and processes for project reporting and communicates about these activities within the Project team;
- Supports the Project Manager on all aspects of managing SMEs, including visits, administrative tasks such as

required paperwork and other tasks as required;
- Assists the Project Manager in gathering the information for and completing the project reports as required by the project lead partner and/or funder;
- Responsible for maintaining project web pages (internal and external) as agreed with the Project Director using Faculty guidelines;
- Contributes to the effective running of the project including maintenance of the electronic and paper-based filing systems, monitoring team mailboxes, taking actions as necessary, ensuring the security of confidential information;
- Provides secretarial support as required to other areas of the project.

All staff are expected to:
- 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;
- Have a strong commitment to the principles and practice of equality and diversity;
- Attend appropriate staff development events.

3. Person specification

Requirements   (E = Essential/ D = Desirable)

Education, qualifications and training

- Good general secondary education at least to GCSE level including English and Maths Grade C or equivalent (E);
- NVQ 2 or 3 in Business Administration, or Professional Certificate of Management (or similar) (D);
- European Computer Driving Licence (ECDL) (D)

Knowledge, work and other relevant experience

Essential:	- Evidence of successful secretarial and administrative work experience; - Excellent IT skills to include high level of competency in word-processing, Excel, PowerPoint, electronic diaries, spreadsheets, databases, the internet and Outlook; - Experience of planning and organising several pieces of work, prioritising and scheduling tasks to cope with conflicting demands and deadlines, paying attention to detail and managing records effectively; - Experience of providing a service to internal and external customers; - Understanding of the principles of data protection and how to manage confidential information; - Knowledge of and commitment to equal opportunities principles and practice.
Desirable:	- Experience of supporting multiple projects in a research or administration environment; - Experience of taking minutes; - Interest in and understanding of the higher education environment.

Personal abilities and qualities

Essential:	- Ability to identify deficiencies in information sources and take proactive measures to improve and enhance clarity and accuracy; - Ability to use initiative and work independently to plan and prioritise own work; - Excellent communication and interpersonal skills, with the ability to work professionally with people at all levels, whilst maintaining confidentiality and discretion; - Evidence of the ability to solve problems, using information from a variety of sources to aid analysis and make timely decisions; - Flexible, adaptable and responsive to changing duties and working practices; - Ability to work under pressure and to agreed timescales and within delivery standards - Evidence of successful team working.
Desirable:	

4. Role specific requirements e.g. Shift working

n/a

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 (distinct research 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 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 Alan Fletcher

on +44 (0)1908 654511 or 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:	27 July 2017
Post it to:	Ortenz Rose
Name/Job title:	KMi Senior Co-ordinator - Staffing & Recruitment
Department/Unit:	STEM (The 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 interview panel will be chaired by:	Alan Fletcher - Business Development Manager, KMi
The other members of the interview panel will be:	'to be advised'
The interviews will take place on:	1st - 2nd August 2017
The selection process for this post will include:	- A desk exercise; - Formal interview. Please ensure you complete all relevant sections of the application form. You are also required to include a curriculum vitae; however **any CVs submitted without a completed application for employment form will not be accepted**.

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.