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:	9413
Job title:	Executive Team Assistant
Reports to:	Administration Manager
Salary:	£20,764 – £23,352
Terms and conditions of service:	Full time Support Staff
Grade:	GR5
Duration of post:	Permanent
Working hours:	37 hours per week (Monday to Friday)
Location:	Walton Hall, Milton Keynes
Closing date:	3rd October 2013
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 'Executive Team Assistant' (to include PA to Director and KMi Executive Team). 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 Academic Related and Support Staff (Secretarial and Clerical; Technical and Craft Staff), Grade 5 ranging from £20,764 – £23,352 pa depending on qualifications and experience.

Main purpose of role

- You will support the Director of KMi and the Executive team in the provision of secretarial and PA duties.

Description of Duties

Executive Team Assistant

- PA duties to Director:
  - ~ Management of diary;
  - ~ Storage and retrieval of documents for specific executive meetings;
  - ~ Preparation of monthly activity reports to PVC;
  - ~ Preparation of agendas, minutes, reports for specific KMi Executive meetings;
  - ~ Travel booking for Director;
  - ~ Events/meetings organization within and outside KMi.

- Secretarial support for the KMi Executive Team (Administration Manager, Business Development / Lab Manager, Associate Director (Research), and Associate Director (Learning & Teaching)):
  - ~ 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.

- Management of KMi CRM database:
  - ~ Data entry, management and reporting of activity with external and internal customers.

- Management of KMi CRM database:
  - ~ Identifying National and International Awards that are suitable for KMi technologies, co-ordinating entries with KMi staff and awards bodies, drafting award entries.

- Support KMi Communications Strategy:
  - ~ KMi Planet on-line news channel;
  - ~ Monitoring of Lab events and newsworthy activities, requesting drafts, editing and posting news stories on-line.

Other duties

- As required.

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, 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 spreadsheet skills.	E
3.	Experience of working in support of a senior individual.	D
4.	Marketing/PR experience.	D
5.	Experience of working in a commercial/legal environment.	D
6.	Experience of CRM databases.	D
7.	Experience of project based work.	D
Skills and capabilities:		
1.	Demonstrable enthusiasm and willingness to develop new skills and use new technologies.	E
2.	An understanding of a broad range of business activities (HR, Finance, Estates)	D
3.	Presentation skills.	D
Personal qualities:		
1.	Excellent written communication skills including the ability to produce minutes, format formal papers and produce clear concise emails.	E
2.	Excellent interpersonal and oral communications skills.	E
3.	Initiative and ability to work independently.	E
4.	Time management skills.	E
5.	Ability to work accurately, methodically and speedily.	E
6.	Team-working skills.	D

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: **3rd October 2013**

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 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.