# **Job Description** – Deanery Assistant (Production, Presentation and Planning)

**About the Role**

We are seeking an experienced administrator to provide high quality customer-focused, secretarial and administrative support in relation to our students and staff working across two teams in the Curriculum Strategy and Governance area of STEM Professional Services.

As a member of theProduction and Presentation team your role is to support the maintenance of modules in production and presentation and ensuring upkeep of systems such as OU database PLANET. We are looking for someone with good communication skills and attention to detail to liaise with Curriculum Managers and LDS staff to ensure that information about our modules is accurate and current.

**Key Responsibilities**

1. Responsible with other members of the Production and Presentation team, for the consistent inputting and accuracy of the PLANET inventory screens to manage student materials, and working with Curriculum Managers to ensure the accuracy of the data and compliance to Faculty and University level approvals and policies.
2. Proactively monitor upcoming schedule milestones and report issues to the Managers, Production, Presentation and Planning, liaising with Curriculum Managers to ensure delivery of items to time.
3. Monitoring and handling of our module digital accessibility information for disabled students and students in secure environments. Updating the PLANET inventory to ensure these mailings are kept up to date and accurate.
4. Monitor the warehouse stock reports, taking such action as necessary to ensure timely and cost-effective delivery and providing support to quarterly budget forecasting processes.
5. Provide administrative support to faculty meetings/groups as required. Draft and distribute agendas, co-ordinate meeting papers, produce minutes and follow up action points. Maintain and monitor action logs and schedules. Maintain membership and SharePoint sites.
6. Arrange meetings, book rooms, organise equipment, hospitality and other services, set up IT prior to meetings.
7. Daily management of generic mailboxes including filtering, triaging and responding to correspondence.
8. Health and Safety - as a Display Screen Equipment (DSE) Assessor work with the Department Safety Adviser and undertake assessments for faculty staff, order equipment when required and contribute to STEM Faculty DSE Assessor meetings.
9. Undertake administrative tasks relating to the Faculty’s monitoring of Tutor Marked Assignments/Associate Lecturers.
10. Produce management information including preparation of data into reports from various OU systems into Excel/PowerPoint.
11. Other tasks and activities as required by the Deanery Support Co-ordinator including cover for Deanery Assistants in relation to Student Experience, Curriculum, Learning & Teaching and Tuition Delivery.

**Skills and Experience**

**Essential:**

* GCSE Grade C or equivalent standard of education to include English.
* Evidence of successful secretarial and administrative work experience.
* Excellent IT skills to include high level use of Microsoft applications including Teams, Word, Excel, PowerPoint, Outlook and SharePoint.
* Ability to communicate well with people at all levels, both verbally and in writing.
* Excellent planning and organisational skills, priortising and scheduling tasks to cope with conflicting demands, managing own workload to ensure that deadlines are met.
* Delivery of high-quality work, with high levels of accuracy, and excellent attention to detail.
* Ability to use initiative with a proactive approach, taking ownership of tasks, seeing them through to successful conclusion.
* Experience of providing service to internal and external customers and stakeholders.
* Effective team-working and interpersonal skills, experience of building good relationships, working towards common goals and objectives.
* Flexible, adaptable and responsive to changing duties and work practices.
* A commitment to equal opportunities principles and practice.

**Desirable:**

* A knowledge of OU systems including VOICE, Power BI, CIRCE MI and PLANET.
* Experience of taking meeting notes and recording actions.
* Awareness and understanding of the OU’s mission and values.

*The Open University is committed to equality, diversity and inclusion which is reflected in our mission to be open to people, places, methods and ideas. We aim to foster a diverse and inclusive environment so that all in our OU community can reach their potential.  We recognise that different people bring different perspectives, ideas, knowledge, and culture, and that this difference brings great strength.  We strive to recruit, retain and develop the careers of a diverse pool of students and staff, and particularly encourage applications from all underrepresented groups. We also aspire to make The Open University a supportive workplace for all through our policies, services and staff networks.*

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