# Job Description

# **Open Societal Challenges (OSC) Officer**

*Grade 5, 0.6 FTE, 2yr fixed term*

**The Role**

The post holder will act as main administrator for the University’s Open Societal Challenges (OC) programme and provide research development support within the OSC programme. They will be required to work effectively and collaboratively within the OSC team and with R&E team members, other members of the Research, Enterprise and Scholarship Unit, and research support colleagues across the University.

**The Open Societal Challenges Programme**

The Open Societal Challenges Programme was started in 2022 and is a cornerstone of the current Open University Research Plan. The Programme aims to support researchers across the university as they develop their research towards successful outcomes and outstanding societal impact in the areas of sustainability, tackling inequalities, living well, and international development.

**Key responsibilities**

*The responsibilities listed below are those that are key to the role: this is not an exhaustive list*

*of all the activities that the role holder will be required to undertake.*

* Work with Academic Leads to run the annual programme of OSC Value Add events (internal and external), including cluster events, research festivals, training workshops and more. This will include preparing event comms, dealing with queries, making all necessary bookings, coordinating agendas and supporting the running of the event on the day.
* Deliver administrative support for research challenges during the processes of onboarding and funding (including the assignment of OSC projects to OSC Leads, arranging meetings, and collating academic feedback)
* Support the OSC reporting process by arranging reporting meetings, monitoring progress against deliverables of OSC projects and collating financial forecasts
* Manage the OSC database, compiling monthly reports for PVC R&I; Research Board & OSC management group and allocating/assigning and managing permissions to OSC data
* Maintain the OSC Online Platform with up-to-date data and content
* Assist with ensuring data integrity within the OSC and compliance with institutional data policies and external legislative requirements (GDPR etc) and provide ad-hoc OSC management information (MI) as requested within RES, such as in response to Freedom of Information requests or funder audit purposes
* Undertake any other activities as may reasonably be requested by line manager, R&E Senior Managers and the Head of R&E

# Person Specification – Skills and Experience

**Essential**

* Educated to undergraduate degree level, or equivalent professional experience in research administration
* Excellent organizational skills including the ability to manage own workload in order to meet predetermined goals and deadlines
* Good interpersonal skills, ability to form productive working relationships with a variety of internal and external stakeholders
* Strong IT skills - in particular the use of Excel to tabulate and analyze information and MS Teams/Outlook to work collaboratively remotely
* Excellent attention to detail in dealing with data, problem solving ability, numeracy, analytical and interpretative skills commensurate with the post
* Effective oral (presentations, phone calls and meetings) and written (emails, documents) communication skills, with the ability to disseminate systems information to different audiences
* Ability to work flexibly both independently and part of a team
* Ability to work effectively both independently and as a team-player within the wider team/unit
* Ability to use initiative to problem solve and move projects forward
* Commitment to the OU mission of equality and diversity

**Desirable**

* Experience of managing a busy administrative role and dealing with multiple tasks in parallel and sharing updates appropriately
* Experience working in research administration or in academic research
* Understanding of budget management and project management
* Ability to work calmly under pressure