

Vacancies at Oxford Brookes University

with the

Association for Learning Technology (ALT)

ASSOCIATION
FOR LEARNING
TECHNOLOGY



ALT is the UK's professional and scholarly association for learning technology practitioners and researchers, based at Oxford Brookes University. Following a period of sustained growth in membership, ALT is looking for three new people to join the staff team. These posts are excellent career development opportunities, offering successful candidates the chance to make a mark on an influential and growing organisation, spanning the commercial, academic and public sectors. The posts attract university employment benefits including contributory pension scheme, flexitime, family-friendly employment policies, and access to Oxford Brookes facilities, including part-time courses and the sports centre.

Operations Manager

Salary: APT&C, SCP 33-36, £26,592 - £29,070 p.a.

Ref: 039/15006/SK

The Role. Reporting to the Director, and working closely with the Executive Secretary and Treasurer, you will be a member of the ALT management team. You will establish and maintain effective and efficient office procedures to support the smooth operation of ALT. These include financial management, business planning, membership services (some of which are web-based), operational support for ALT's Executive Committees, and contract negotiation for all services.

The Person. With at least 2 years' experience of working at a responsible level in a business or office environment, you will have a degree-level qualification in business studies or a related subject or extensive experience in an operational management role at a senior level. You will have financial management experience, be a confident user of Microsoft Word and Excel (or equivalent), and a fluent user of email and the World Wide Web.

Administration Officer

Salary: APT&C Scale 4-5, £15,242 - £19,042 p.a.

Ref : 040/13628/SK

The Role. Reporting to the Operations Manager, you will support the smooth running of the ALT office primarily in the areas of administration and finance. You will keep the membership database up to date, liaise with chairs of committees, communicate with ALT members using email and through the ALT web site, and act as the first port of call for enquiries from the membership. You will work closely with the Operations Manager on budgetary control and reporting.

The Person. With prior experience in an office administration role involving the preparation and accurate control of financial data, you will have 5 GCSEs at Grade A-C, or equivalent. You will be confident using email and the World Wide Web, skilled in the use of Microsoft Word and Excel (or equivalent), and familiar with database software and accounting systems such as Sage. You will have a good command of written and spoken English and be able to work on your own initiative as a member of the ALT office team.

Events Administrator

Salary: APT&C Scale 4-5, £15,242 - £19,042 p.a.

Ref: 041/14363/SK

The Role. Reporting to the Director, you will work on the planning, running and evaluation of ALT events, which include a busy schedule of committee meetings, workshops and one-day events, as well as a large annual international conference. You will arrange venues for events, and provide administrative and organisational support to ALT's Conference Committees, handling correspondence and originating web site content, and liaising with presenters and other participants in events.

The Person. With prior experience of organising events, and of general office duties, you will have 5 GCSEs at Grade A-C, or equivalent. You will be confident using email, the World Wide Web, and Microsoft Word and Excel (or equivalent). An excellent communicator, you will have a good command of written English and be able to work under pressure on your own initiative, to deadlines, as a member of the ALT office team.

For further information about ALT, including copies of the recruitment specifications for the posts, see <http://www.alt.ac.uk/>. For application forms and recruitment packs call Oxford Brookes University on 01865 484537 (answerphone) or email vacancies@brookes.ac.uk. Application forms should be sent to Directorate of Human Resources, Oxford Brookes University, Wheatley Campus, Wheatley, Oxon OX33 1HX, by **17 October 2003**. Interviews will be held in Oxford on 11 or 12 November.