

**Job Description for the Post of
Part-time Award Administrator (Ref: BS08/5)**

1. **General Details**

Job Title:	Part-time Award Administrator
Location:	Business School
Normal workbase:	Stoke Campus
Tenure:	Fixed Term until 31 August 2011
Salary:	Grade 4 currently £18,026 - £20,833 per annum pro rata

2. **Job Purpose**

The Award Administrator is responsible for providing administrative support for the Continuing Professional Development/Professional Postgraduate Development (CPD/PPD) Education awards and activities within the Business School.

3. **Relationships**

Responsible to: Business School Administrative Manager via the Education Administrative Officer

4. **Job Summary – Special Characteristics**

The Award Administrator will provide administrative support for awards and activities within the School's Institute for Education Policy Research (IEPR), incorporating the Centre for Economics and Business Education (CEBE). The particular focus for this post is administering the suite of Masters Level awards linked to the Training & Development Agency for Schools' (TDA) Postgraduate Professional Development (PPD) initiative for school teachers and to CPD (Continuing Professional Development) initiatives in both the school's and lifelong learning sectors and managing the associated partnerships with, for example, schools, colleges and local authorities.

They will maintain high standards of professional practice and provide a high-quality, customer-focused service. The Award Administrator will achieve this through their effective planning and organisational skills, high level of accuracy, ability to adhere to deadlines and, their excellent interpersonal skills.

The Award Administrator will need to be able to operate to a flexible work-time schedule, working in response to peak work-load periods including some Saturdays and occasional evenings and the requirement to meet deadlines. They will also be a dedicated and reliable team player who actively engages in contributing to the Education support team and the overall provision of administrative support within the School, including the development of day-to-day collegiate working as an important and valued characteristic of the working arrangements.

The Award Administrator will be expected to comply with all standards and procedures established within the School. The main portfolio of awards will be the suite of Masters Level awards and will be connected to the main programme areas within education. This portfolio may be reviewed and amended as a consequence of changes to the overall student profile.

5. **Main Activities**

1. To provide administrative support for the smooth and effective running of the Masters Level awards, activities and partnerships within the Education area.
2. To support the PPD/CPD lead academic and Education Administrative Officer in maintaining and developing the overall partnership and partnerships with individual organisations.

3. This is a wholly new post linked to the development of PPD/CDP partnerships. As such, the precise nature of the Partnership dimension of the post has been kept deliberately broad while capturing the essential elements of the work. These will be defined and developed further over the three years and the post holder works closely with the PPD lead academic and the team as a whole.

PARTNERSHIPS

4. Working with the PPD lead academic to maintain and develop further the Blackboard Virtual Learning Environment as a key element in the partnership
5. Working with the PPD lead academic on the marketing and promotion of programmes in liaison with the recruitment team.
6. Developing and maintaining excellent working relationships and communication links with existing and potential partner organisations
7. Managing the PPD/CPD reporting process to government agencies such as the Training and Development Agency for Schools

AWARDS

8. To work with the Head of Education, PPD lead academic, Award and Level Tutors, on award related administration to support the smooth and effective running of the awards.
9. To organise student induction, award enrolment, module enrolment and assessment, award and examination boards, in accordance with the academic calendar. This includes liaison with academic and administrative colleagues from within the School and the wider University and communication of the arrangements to appropriate groups of staff.
10. To consistently and accurately maintain and update student record databases, particularly TheSIS Plus, the University student database, This includes providing support for the student tracking exercise and undertaking regular data consistency checks, including those provided by Corporate Information and Student Administrative Services and taking action to update records accordingly.
11. To liaise with Student Administrative Services on all aspects of student administrative information: student enrolment, changes to student records and student assessment and performance and ensure that all deadlines set by Corporate Information and Student Administrative Services are met.
12. To respond to TheSIS Plus queries from tutors, students and other Faculties/Departments in an efficient, timely and helpful manner.
13. To make best use of information technology resources and developments to be effective in the role, ensuring that skills are kept up to date via University and Faculty training.
14. To be responsible for the confirmation of student module choices and module enrolment on to TheSIS Plus, maintaining accurate module class lists and resolving student tutorial clashes.
15. To produce and maintain accurate award/level class lists.
16. To be responsible for the administration of students repeating without attendance and intermitting students, ensuring that they are included in communications about all relevant award matters, such as award/module enrolment.
17. To be responsible for the management of the award assessment process, including providing mark sheets for academic colleagues, ensuring accurate data entry of marks, storage of a manual record of assessment marks and producing checking reports for academic confirmation. This includes assisting with the production of grids for assessment, award and examination boards (either in hard copy and/or electronically as required).
18. To be responsible for post Assessment, Award and Examination board data entry, including the confirmation of marks, entering of recommendations and re-enrolment of modules. This also includes data entry for end of year results on to TheSIS Plus.
19. To produce the post board student result information in an accurate and timely manner, including the generation of results profiles and letters, module and award results lists and sending referral details.

20. To use Business Objects and other reporting software to produce standard reports, as necessary.
21. To provide advice and guidance to students relating to the administration of their award, in a prompt, courteous and efficient manner. This will include the referral of students to other School and University support services, as appropriate.
22. To service award committees, boards and panels for the designated awards and deputising for other administrative colleagues as required within the School. This includes making room bookings, arranging hospitality, drafting agendas, calling for papers, taking meeting minutes and undertaking administrative actions resulting from these meetings, in accordance with the School's policy on administering committees and boards.
23. To act as the first point of contact on award administrative issues for awards delivered in partnership with other organisations. This will include providing support for the organisation of development days, as appropriate to the award/s.
24. To assist with the production and approval of assessments for the awards in line with the University's and Faculty's quality assurance procedures. This includes typing/formatting assessment papers for module leaders, as necessary.
25. To liaise with External Examiners about the approval of assessments papers. This includes communicating any comments made to module leaders as directed by the External Examiner and actioning any changes.
26. To liaise with partners to ensure the safe receipt of assessment papers and to ensure that appropriate quality procedures are followed in relation to the security of assessment papers.
27. To provide notification of examination board dates and any training events to External Examiners. This includes making overnight accommodation bookings for External Examiners, as required, booking accommodation within the Faculty for External Examiners' visits and communicating details of arrangements for External Examiners visits to appropriate staff.
28. To be responsible for the despatch of assessment papers for external moderation.
29. To contribute to the development and review of administrative procedures, as determined by the Education Administrative Officer and the School Administration Management Team.
30. To assist with the archiving of student scripts on an annual basis, including photocopying samples of annotated scripts for archiving.
31. To support the Award Tutors in the production of award and module handbooks as appropriate to the designated awards.
32. To assist with the collation the extenuating circumstance claims within the designated awards, including checking the claim details prior to consideration by the Extenuating Circumstances Panel.

GENERAL

33. To contribute to the provision of administrative support in Education and the School as part of the overall admin support team, including providing reception cover and support for the placements function, as and when required.
34. Any other duties that may be required from time to time, by the Business Manager, School Administrative Manager, Education Administrative Officer and PPD lead academic.

6. Person Sought

Essential Criteria:

- § Educated to minimum Foundation Degree/HNC/D or equivalent
- § At least two years' proven administrative experience
- § Previous experience of working in an environment requiring interpersonal sensitivity
- § Previous experience of implementing administrative systems
- § Excellent organisational and planning skills, including ability of time management, ability to assess priorities and organise work requirements accordingly, and the ability to undertake multiple tasks/projects and meet agreed deadlines

- § Ability to use constructive assertiveness, as appropriate to the situation
- § Ability to work as part of an effective team to deliver high-quality, customer-focused support
- § Excellent written and oral communication skills
- § Excellent interpersonal and negotiation skills with both internal and external clients and partners
- § Excellent IT skills – with a working knowledge of Microsoft Office software
- § Ability to remain calm and work effectively in a pressured office environment
- § Possess high level of accuracy and attention to detail
- § Self motivated
- § Ability to work on own initiative with partners with a minimum of supervision
- § Experience of committee servicing
- § Have a flexible approach to work and ability to deal with peak workloads and deadlines
- § Flexibility in working practices and hours of employment (when required)
- § The ability to travel between the University's sites and partners as required
- § Commitment to the University's mission and delivery of the University Plan
- § Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Characteristics:

- § Experience of working within a partnership and award support and assessment role, preferably within an Education environment
- § Working knowledge of TheSiS Plus and Business Objects or of other MIS database systems
- § Understanding of the educational and funding contexts within which the education awards are delivered
- § A clean driving licence and access to a vehicle insured for business purposes

7. Special Conditions

This is a fixed-term, part-time post: 0.5 fte (18.5 hours per week) and is supported by external funds until the end of August 2011. There may be some flexibility in relation to the working hours and days required and these will be discussed at interview.

The post holder will be required to travel within the region and sometimes in the UK and may be required to occasionally travel overseas.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

January 2009

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 7 APRIL 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.