

**Job Description for the Post of
Administrator – Award Support (Ref: CET09/14)**

1. General Details

Job Title: Administrator – Award Support
Location: Faculty of Computing, Engineering & Technology
Normal workbase: Stafford Campus
Tenure: Permanent
Salary: Grade 4 currently £18,116 - £20,937 per annum

2. Job Purpose

To provide administrative support in the Faculty with particular reference to Faculty academic awards.

3. Relationships

Responsible to: Faculty Administrative Manager via the Awards Admin Manager
Responsible for: Clerical staff when allocated

4. Main Activities

- To provide administrative support for awards as allocated, including enrolment and registration, module enrolment, award and assessment board preparation and support, and results administration.
- To provide advice and guidance to students relating to the administration of their award.
- To maintain and update student record databases, particularly TheSiS+, encompassing data entry and update of records, and in particular accurate records of progression.
- To produce statistical reports relating to the award area(s) as required using Business Objects and other reporting software.
- To assist with the operation of the assessment processes within the Faculty including preparation for extenuating circumstances panels and invigilation.
- To service Faculty Committees as required including award committees, award and assessment boards.
- To provide a supporting role in the development and dissemination of TheSiS+ and Business Objects applications in the Faculty.
- To liaise with the Faculty's franchise colleges as appropriate with regard to student records and assessment.
- To liaise with the Faculty Placements Unit and Partnerships Team in respect of student progression and the maintenance of accurate student records.
- To support the administration of Faculty and award related events including open days and graduation ceremonies.
- To contribute to the provision of administrative support in the Faculty as part of the overall Admin Support Team as required.
- To make the best use of information technology resources and developments in order to be effective in the role.

- To undertake any other duties deemed appropriate by the Business Manager or Faculty Administration Manager from time to time.

5. Person Sought

The successful applicant will have/be:

- § Educated to A Level standard, preferably HND level or equivalent
- § One year's experience of working in a pressured office environment, preferably in a team
- § Good organisational skills with attention to detail
- § Excellent interpersonal skills
- § Highly motivated
- § The ability to work on their own initiative
- § Excellent verbal and written communication skills
- § A team player
- § A willingness and ability to use Personal Computers in the workplace for a range of tasks including spreadsheets, databases and presentation graphics (MS Office).
- § A commitment to the University's mission and delivery of the University Plan
- § A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

6. Special Conditions

This post is permanent working on a full time basis, ie 37 hours per week.

The nature of the work leads to occasional peaks and unexpected pressures, which may require some evening and weekend work.

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 2010

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.

Please note that CVs will only be accepted in support of a fully completed application form.

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
2 FEBRUARY 2010**

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 and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and 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.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

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.

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 or building society 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: -

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)

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.

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.