

**Job Description for the Post of
Progression Agreement Monitoring Assistant (Ref: SSR09/6)**

1. General Details

Job Title: Progression Agreement Monitoring Assistant
Location: Sales and Student Recruitment
Normal workbase: Stoke Campus
Tenure: Fixed Term until 31 January 2011
Salary: Grade 3 currently £15,292 - £17,607 per annum pro rata

2. Job Purpose

- § To monitor the use, by learners, of progression agreements developed via the Staffordshire and Shropshire Lifelong Learning Network (LLN) at point of application and entry to awards offered by Staffordshire University and Staffordshire University Regional Federation (SURF)
- § To establish methods to count and track learners progressing on these agreements into Staffordshire University and Staffordshire University Regional Federation (SURF)
- § To provide data relating to progression agreements to Staffordshire University and the Director of the LLN

3. Relationships

Responsible to: Recruitment Manager - Admissions

4. Main Activities

- § To develop and establish reliable processes for tracking the use of progression agreements through the application and admission process at Staffordshire University
- § To provide data on numbers of learners enrolling on Staffordshire University Awards via progression agreement arrangements
- § To liaise with internal staff to establish methods of tracking and recording
- § To liaise with external staff, as appropriate, to gather relevant information
- § To provide reports on activity to the Director of the Staffordshire and Shropshire Lifelong Learning Network to inform HEFCE monitoring processes
- § To perform any other reasonable duties as may be assigned by your line manager

5. Person Sought

Essential Criteria:

- § HNC/D or equivalent level qualification
- § High level IT skills (use of databases, spreadsheets, use of Excel or similar)
- § Excellent communication skills both written and verbal
- § Ability to work to deadlines
- § Excellent problem solving skills
- § Excellent planning skills/well organised
- § Experience of working with data
- § Ability and willingness to work as part of a team and to work collaboratively with relevant partners
- § Ability to present and analyse data and to produce management reports to a high standard
- § Self starter
- § Reliable
- § Self confident and articulate

- § 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 criteria:

- § Knowledge of UCAS, university applications and admissions processes/procedures
- § Experience of working with student data

6. Special Conditions

This is a fixed term post until 31 January 2011. The hours of work are 18.5 over 2.5 days per week and the actual working days will be agreed in consultation with the postholder. A secondment opportunity would be considered.

The office operates flexible working hours.

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

November 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.

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: 23 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.