

## **Job Description**

<b>Position:</b>	Senior Administrator
<b>Faculty/Service:</b>	Student Data Management
<b>Reference:</b>	SDM-035/P
<b>Grade:</b>	Grade 5
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time (36.25 hours per week)
<b>Reporting to:</b>	Data Manager

### **Main Function of the Position:**

- To oversee Assessment and Awards Services relating to the records of examination results and the conferment of awards.
- To work under the direction of the Data Manager on the student data requirements for planning, organisation and co-ordination of University's Degree Congregations.
- To work with the Data Manager in the daily running of the Assessment and Awards team and to contribute to the efficiency of the Student Data Management Team and its effective management and organisation.
- To represent Student Data Management within the University, and externally, on activities relevant to the section, and when required to liaise with University management on Student Data Management issues.
- To work with the Data Manager to provide administrative support in relation to HESA and related external returns as required.

### **Principal Duties and Responsibilities:**

- To establish and maintain Assessment and Awards systems for the recording of examination board results and decisions, and for providing external validating bodies with information on students including registration.
- To establish and maintain Assessment and Awards systems for the ongoing identification of awards throughout the year.
- To make arrangements for the accurate compilation of results for the conferment of University awards and for the publication of results.
- To develop and implement appropriate administrative systems to support the organisation of the Degree Congregations.

## **General duties**

- To respond to routine enquiries, correspondence and requests relevant to the work of the team.
- To supervise the work of the staff in the team, and other staff when required, to maximise the delivery of Student Data Management Services.
- To keep accurate and up-to-date records of the work of the team and produce relevant information, reports and statistical data.
- To be familiar with the information technology available in the team and contribute towards the development of new IT processes.
- To liaise with Departments on Student Data Management Services particularly relating to enrolment, student records and regulations. To disseminate relevant subject information in the Student Data Management team.
- To attend meetings and liaise with other services within the University and to keep them informed of significant developments relating to Student Data Management related work.
- To represent the Student Data Management team and/or the University with external organisations in consultation with the Data Manager.
- To participate in appropriate staff development activities.
- To perform other such duties as required by the Data Manager commensurate with the grade of the post.

*Leave should not normally be taken at peak times such as degree congregations, clearing and enrolment.*

### **Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance

## Person Specification

<b>Position:</b> Senior Administrator		<b>Reference:</b> SDM-035/P	
<b>Faculty/Service:</b> Student Data Management		<b>Priority</b>	<b>Method of Assessment</b>
<b>Criteria</b>		<b>(1/2/3)</b>	
<b>1 Qualifications</b>			
1 a)	Honours degree in a relevant subject e.g. Mathematics, Computing, Information Systems etc. or equivalent level experience	1	Application Form/ Documentation
1 b)	GCSE A-C in English and Mathematics, or equivalent standard of education	1	Application Form/ Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Plan and organise activities, deploying staff and resources effectively	1	Application Form/Interview
2 b)	Able to use methodical and systematic approaches to investigate and solve problems and to determine a course of action	1	Application Form/Interview
2 c)	An understanding of strategic requirements in student administration	2	Application Form/Interview
2 d)	Able to manage, delegate and direct activities of staff in the team	1	Application Form/Interview
2 e)	Development of systems to implement agreed policies	1	Application Form/Interview
2 f)	Have clarity of perception amidst highly complex processes	1	Application Form/Interview
2 c)	Able to work diligently and develop approaches to identifying and confirming the accuracy of data	1	Application Form/Interview Assessment
2 d)	Skilled at determining priorities and managing deadlines for self and others	1	Application Form/Interview
2 e)	Knowledge of the principles associated with legislative acts in employment, e.g. Data Protection, Health & Safety, Bribery, Freedom of Information	2	Application Form/Interview
<b>3 Experience</b>			
3 a)	Experience of administration in Higher Education	2	Application Form/Interview
3 b)	Competent in the application and administration of student relational databases and related technologies	1	Application Form/Interview
3 c)	Experience of managing/supervising a team towards a common goal	1	Application Form/Interview
3 d)	Understanding of conferment and awards ceremonies	2	Application Form/Interview
3 e)	Familiarity with student related issues	2	Application Form/Interview
<b>4 Personal Qualities</b>			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Highly organised and able to prioritise and manage own workload and the work of team members to achieve deadlines	1	Interview
4 d)	Able to work effectively as part of a team and as an individual	1	Interview

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<b>Criteria</b>		<b>(1/2/3)</b>	<b>Method of Assessment</b>
4 e)	Able to establish effective working relationships with a range of stakeholders	1	Interview
4 f)	Able to use initiative as and where appropriate	1	Interview
4 g)	Awareness of the requirements associated with operating within a customer service environment.	1	Interview
4 h)	Able to motivate and support staff in the section	1	Interview
4 i)	To be accurate, systematic and thorough	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 b)	Willing to work flexibly to accommodate the needs of the service e.g. prepared to work occasional evenings or weekends as required	1	Interview
5 c)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 d)	Awareness of the principles of Health and Safety, Data Protection Act, Freedom of Information Act, UKVI and the Bribery Act	1	Interview

**Note:**

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Please note it is normally expected that a new appointee will commence at the bottom of the grade.