

Job Description

Position:	Student Data Administrative Assistant (Space Management)
AG/Service/Unit:	Student Data Management (SDM)
Reference:	SDM-055/P
Grade:	Grade 3
Status:	Permanent
Hours:	Full Time
Responsible to:	Student Data Senior Administrator (Space Management)

Main Function of the Post:

- To support the university in the effective planning of its academic delivery, the University's timetable and attendance monitoring systems.
- To provide administrative support for the effective timetabling of students, staff, courses and rooms.
- To co-ordinate with services/academic groups for the collection of information in relation to timetables and statutory returns.

Principal Duties and Responsibilities:

1. Under the guidance of the Student Data Senior Administrator, provide administrative support for the Universities timetabling function.
2. Provide professional advice and guidance as appropriate for University colleagues on timetabling processes and procedures. Maintain a close working relationship with those with specific timetable and data responsibilities.
3. Contribute and support the creation and maintenance of relevant training documentation on timetabling/space management/attendance monitoring, and update the team webpages.
4. Develop and maintain an understanding of the University's complex curriculum and estate; be proactive in keeping up-to-date with change and be responsive and creative with solutions to issues.
5. Support students, academic and administrative staff with timetable and register queries as appropriate.
6. Support and contribute to the successful completion of Space Management Surveys across the institution.
7. As part of ongoing development attend appropriate external events as a representative of the University of Bolton (e.g. user groups).

8. Maintain and develop a good working knowledge of University student record system (SITS), in particular the aspects directly affecting timetabling activities.
9. Working closely with Student Data Management Colleagues, provide assistance in the completion of appropriate statutory returns, under the direction of the Student Data Senior Administrator (Space Management).
10. To participate in University internal/external events, deemed appropriate to the duties and take part in academic activities such as open days, clearing enrolment, awards ceremonies etc.
11. To work flexibly as part of a team, working evenings and weekends when required to meet the demands of the service.
12. To participate and engage in staff development activities.
13. To perform other duties in negotiation with the Student Data Senior Administrator (Space Management) and Associate Director – Corporate Intelligence & Data Integrity as required.

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.

Person Specification

Position: Student Data Administrative Assistant (Space Management)		Reference: SDM-055/P	
AG/Service: Student Data Management (SDM)		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	GCSE in English and Mathematics, grade C or above (or equivalent), or equivalent standard of education	1	Application Form/Documentation
1 b)	Educated to FD/HND/NVQ Level 4 (or equivalent) in an appropriate subject, or equivalent experience	2	Application Form/Documentation
2	Skills / Knowledge		
2 a)	Relevant IT skills in Microsoft Office applications e.g. Word, Access, Excel and Outlook	1	Application Form/Assessment/ Interview
2 b)	Written communication skills, able to provide accurate, factual correspondence in response to enquiries	1	Application Form/Assessment/ Interview
2 c)	Good oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner	1	Application Form/Interview
2 d)	Effective administration skills e.g. maintaining clear and accurate records, able to retrieve and present data clearly and accurately to colleagues	1	Application Form/Assessment/ Interview
3	Experience		
3 a)	Experience of providing a customer focused service and working with a range of stakeholders to meet the needs and demands of students and staff.	1	Application Form/Interview
3 b)	Experience of working with student records or equivalent datasets.	1	Application Form/Interview
3 c)	Experience of timetable administration and attendance monitoring in an educational institution or similar.	2	Application Form/Interview
3 d)	Experience of relevant computer systems, for example: CELCAT & SITS	2	Application Form/Interview
3 e)	Experience of 3 rd party reporting to statutory/funding bodies.	2	Application Form/Interview
4	Personal Qualities		
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)	A proven ability to communicate complex information to audiences with a mixed level of understanding in a clear logical manner.	1	Interview
4 d)	Able to handle confidential information with discretion and integrity	1	Interview

4 e)	Ability to work and contribute as a member of a team, whilst using own initiative as required.	1	Interview
4 f)	Able to organise and prioritise tasks and workload.	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and the Bribery Act, Prevent	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly, and remotely, and travel as appropriate in order to meet the needs of the service	1	Interview
5 e)	Able to work beyond the standard working day/week/year when required	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. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required