

Job Description

Job Title:	Quality & Administration Officer
Reporting to:	Principal and Director of Resources & Operations
Key Relationships:	Principal, Heads of Department, Registry Administrators, Student Finance and Support Officer, Administrator – Events, HR and Alumni, Marketing & Development Officer
FTE:	1
Terms:	Salary £32,000 p.a. 30 days leave p.a Contribution to Group Personal Pension Plan

Main purpose of role:

To support best practice within the Art School in all areas related to quality assurance, the monitoring of academic programmes, student records, the recruitment and admissions process, and collaboration and compliance with academic partners.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the post are to:

Academic Administration

- Oversee, check and edit student facing documentation such as Student Handbooks; Module Guides; VLE information etc, to ensure its accuracy, consistency and timeliness;
- Oversee the maintenance and accuracy of student records with the support of registry colleagues and support continuous improvement in systems and processes.
- Prepare statutory and periodic returns for submission to the Office for Students, Higher Education Statistics Agency, Student Loan Company, UK Visas and Immigration and other external agencies with the support and collaboration of other members of the Art School's professional services team.
- Liaise with External Examiners and Heads of Department on arrangements for visits and meetings
- Collate and prepare exam results and results letters with the support of the Registry Administrators team

Quality Management

- Manage and implement all day-to-day aspects of quality assurance to comply with the requirements of validating and accrediting bodies, and the Office for Students;

- Provide the Principal and Heads of Department with administrative support for validation, revalidation and curriculum development initiatives;
- Support the planning, preparation and co-ordination of all processes relating to OfS and related external reviews and audits;
- Support the Art School's Annual Programme Monitoring processes and preparation of the Annual Art School Action Plan;

Governance

- Co-ordinate and act as clerk to the Academic Board, Exam Boards and Site and Environment Sub-Committee and collaborate with registry colleagues to ensure the clerking of the Boards of Studies;
- Support Student Representation through the organisation of meetings and liaison with the Chair of Students and Student Representatives Forum.

Art School Profile

- Promote and maintain a positive profile for the Art School through, for example: participation in professional networking events and briefings; and through communication and liaison with relevant external bodies and partner institutions;
- Plan, co-ordinate and, as required, engage in the production and updating of public information relating to the academic programmes, working alongside marketing and events staff.

Staff Development

- Participate in the Art School's annual staff appraisal scheme (Individual Performance Review), and in staff development and training activities as agreed with the Principal or Director of Resources and Operations.

Additional Duties and Responsibilities

- Undertake Health and Safety duties and responsibilities appropriate to the role;
- Support colleagues in the professional services team (for instance with events, activities and administrative tasks) as workloads may require and allow.
- Undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour in others by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the postholder.

Key Internal Reference documents:

- Student Regulations;
- Art School Policies and Procedures;
- Learning and Teaching Strategy;
- Student Handbooks;
- Disability Support Guidelines;

- Student Charter;
- Art School Strategic Development Plan;
- Art School Annual Action Plan;
- Departmental Annual Monitoring Action Plans;
- Employee Handbook
- 'How We Work' Governance Handbook

Person Specification

<i>Essential</i>	<i>Desirable</i>
<p>Excellent administrative and organisational skills</p> <p>High degree of proficiency in handling data and using databases; attention to detail and accuracy.</p> <p>Good experience and knowledge of Excel using interim to advanced functionality</p> <p>High level of competence with other Office IT applications</p> <p>Ability to work as part of a small team, but also to use own initiative</p> <p>First class communication skills</p> <p>A flexible and 'can do' attitude</p>	<p>Experience of working in higher or further education with an understanding of the work of the Quality function</p> <p>Experience of making statistical returns to HESA and other statutory bodies</p> <p>Advanced database skills</p> <p>Experience of clerking meetings</p>