



## JOB DESCRIPTION

Post:	<b>Curriculum Records Manager</b>
Department:	Academic Services
Salary:	£24,000 per annum
Hours per week:	A minimum of 37.5 (8.30am – 5.00pm)
Contract Type:	Support
Annual Leave:	25 days (plus Bank Holidays)
Probation Period:	6 months

### **Main Duties & Responsibilities:**

1. To manage all Higher Education curriculum records.
2. Input and validate curriculum records onto computerised student record systems and update as required.
3. Ensure the effective upkeep of essential paperwork required by programme development, review and enhancement activities.
4. To provide guidance to staff on UWE academic regulations and the Quality Management and Enhancement Framework (QMEF).
5. Assist with enrolment including advising on module registrations.
6. Manage key Associate Faculty meetings and fulfil the duties of a UWE QMEF Account Manager.
7. Liaise with UWE when necessary, including representing the Associate Faculty at key UWE meetings.
8. Supervise the production, distribution and review of module choice forms and programme and module definitive documentation.
9. Maintain accurate curriculum records and communicate these other departments within the College and UWE as necessary.
10. Assist the Academic Registrar in the production of data reports within the Quality cycle.
11. Provide input to staff development activities on curriculum matters.

### **Teaching Posts Only**

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling;



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preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

### **Other Reasonable Duties**

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities the College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

### **Safeguarding**

The College recognises that it has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College. It is the responsibility of everyone at the College to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

### **Equality and Diversity**

It is the responsibility of the post holder to promote equality and diversity across the College. The post holder will undertake their duties in accordance with the College's policies relating to equality and diversity.

The College is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. The College aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

### **Health and Safety**

The post holder will be required to promote health, safety and wellbeing throughout the College. They will also be required to undertake their full duties and responsibilities in accordance with the College's Health and Safety Policies and Procedures.



## PERSON SPECIFICATION

Requirements	Essential	Desirable	How Assessed (AF / IV / Other)
<b>Education and Qualifications</b>			
Level 3 qualification	✓		AF/IV
Educate to degree or equivalent	✓		AF/IV
IT qualification		✓	AF/IV
<b>Knowledge, Experience and Skills</b>			
Experience in an office and/ or customer service environment, preferably in an educational institution	✓		AF/IV
Good knowledge of Microsoft Word, Excel and Access	✓		AF/IV
Experience of entering and retrieving data from large databases	✓		AF/IV
Knowledge of HE or FE student records systems, particularly ISIS		✓	AF/IV
Knowledge of advanced reporting functions in Excel and Access		✓	AF/IV
Ability to work in a way that promotes the safety and wellbeing of young people and vulnerable adults		✓	AF/IV
<b>Behavioural Competencies</b>			
<b>Excellence</b> With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
<b>Champion Change</b> With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
<b>Responsibility</b> We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
<b>Working Together</b> We work with others to reach a common goal; sharing information, supporting	✓		AF/IV



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colleagues and searching out expertise and solutions from relevant partners.			
<b>Trust and Respect</b> We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, evidence to show eligibility to work in the UK and employment references satisfactory to the College.