



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	<b>Academic Office Officer</b>
<b>PAY/GRADE</b>	Point 22, £24,493 per annum
<b>HOURS</b>	37 hours per week, all year round
<b>REPORTS TO</b>	Academic Director UCP
<b>LOCATION</b>	University Centre Peterborough
<b>JOB PURPOSE</b>	
<p>To provide a confidential and comprehensive business administration support service as part of the Academic Office at University Centre Peterborough. This includes all administrative duties to support the development of procedures and processes, data production and analysis to ensure compliance with awarding body and regulatory body requirements. Our aim is to maintain a culture of academic and quality excellence. Regular liaison with academic staff and HE Managers is expected and on-going training and engagement with validating bodies is expected. In addition work with the Admissions department and Student Support is necessary to ensure that student achievement , enrolment and progression records are accurate.</p>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Support the assessment and moderation returns and process within UCP ensuring compliance with validating partner requirements and those of QAA.</li> <li>• Support the development of procedures and policies to ensure the maintenance of academic standards.</li> <li>• Liaise with colleagues in the dissemination of External Examiners' reports. Monitor the submission of written responses to each External Examiner's report; and check that the reports are formally considered during the annual monitoring process coordinated by the appropriate academic staff member.</li> <li>• Compile External Examiner applications</li> <li>• Provide proactive, professional administrative support in preparations for PSRB engagements.</li> <li>• Support the compilation and data quality of statutory returns and surveys, Student AP, Graduate Outcomes, and National Student Survey.</li> <li>• Monitor student systems to ensure completeness and correct data entry.</li> <li>• Support the production of reports and analysis of quality management (e.g. module performance , classifications) to relevant committees and staff ensuring the data is correct, and presented in a suitable format for the audience.</li> <li>• Assist in the presentation and preparation of documents relating to student outcomes for Assessment Panels and the preparation of OfS returns e.g. providing data to inform the Access and Participation Plan.</li> <li>• Support the Intermediate, Final and Re-sit HNC / D Awards Boards for UCP and ensure accurate data is provided and actions are recorded and communicated to all parties.</li> <li>• Produce timely documentation to support the student review / course review process.</li> <li>• Provide support throughout the formal curriculum approval and review processes. Updating assessments as required and ensuring communication to staff and students as appropriate..</li> </ul>	



- To assist in the process, provision of statistical and analytical information relating to student academic appeals and complaints.
- Ensure appropriate measures are taken to ensure confidentiality at all times within the terms of the Data Protection Act and GDPR requirements.
- Participate in and contribute to staff development activities related to academic standards and quality.

#### **OTHER**

- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group
- Promote and consistently exemplify behaviours in line with IEG Core Values
- Cooperate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety
- The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility
- Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder

#### **TERMS AND CONDITIONS**

<b>Contract</b>	Permanent Business Support
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday</b>	30 days per year, plus bank holidays and discretionary days
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
<b>Working Arrangements</b>	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

#### **APPLICATION PROCESS**

<b>PERSON SPECIFICATION Academic Office Officer</b>						
<b>Criteria</b>	<b>Essential or Desirable</b>		<b>Assessment Method</b>			
	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>	<b>R</b>
<b>QUALIFICATIONS</b>						
Level 3 qualifications in Microsoft Office / higher administration	E		✓			
Degree		D	✓			
Level 2 qualifications in English, Maths and IT	E		✓			
<b>EXPERIENCE</b>						
Experience of higher education administration, including the local administrative systems and / or processes	E		✓	✓		
Experience in servicing committees and monitoring completion of actions and annual reports	E		✓	✓		
Experience in data analysis and reporting	E		✓	✓	✓	
Experience of working within higher education	E		✓	✓		
<b>KNOWLEDGE</b>						
Advanced IT skills	E			✓		
Higher education and its quality and data reporting processes		D	✓	✓		
<b>KEY SKILLS</b>						
Excellent oral and written communication skills	E		✓	✓	✓	
Meticulous attention to detail	E				✓	
Ability to work independently and as part of a team	E			✓	✓	
Ability to liaise across departments and institutions	E			✓	✓	
Good organisation skills	E			✓	✓	
Ability to analyse issues and offer proactive, informed and reliable professional advice and support	E			✓	✓	
<b>OTHER</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E					
Commitment to the IEG's Core Values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues						
Flexible approach to working practices	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		✓
Satisfactory enhanced DBS check + barred list for regulated roles	E		Pre-employment check			

Assessment Criteria: A = Application, I = Interview, T = Test, R = References