



# Job Description and Person Specification

## Summary

<b>Job title:</b>	Student Assessment and Certification Officer
<b>Area:</b>	Academic Registry
<b>Reference:</b>	EHA0872-0125
<b>Grade and Salary:</b>	£28081 - £30505 per annum, pro rata. Grade 5, Points 19 to 22
<b>Contract Type:</b>	Fixed Term until 31/08/2025 – Maternity Cover
<b>Hours:</b>	Part Time (29 hours per week)
<b>Location:</b>	Campus based role. Ormskirk, Lancashire, L39 4QP
<b>Accountable to:</b>	Head of Academic Registry
<b>Reporting to:</b>	Events Manager (Award Ceremonies)

## **About the Department**

This is an exciting opportunity to be a part of the Awards Team based within the central Academic Registry. You will provide high level support to the Assistant Registrar (Award Ceremonies & Certification) in the preparation, production and publication of award certificates. You will also act as one of the Senior Administrative Officers for one the of three Faculties (currently the Faculty of Health, Social Care & Medicine) in relation to the operation of Award/Progression Boards, including the organisation of interim scheme boards and the tracking of student assessments.

## **About the Role**

This is a dynamic and fast paced role, which requires a strong administrative background. You will be self-motivated, highly organised, and able to thrive under pressure. You should possess the ability to work independently, manage multiple tasks simultaneously and maintain high service standards at all times.

Key responsibilities include providing efficient administrative support to ensure the smooth running of services for students, as well as maintaining a responsive and professional environment. You will be a crucial point of contact for students, assisting in their needs and facilitating their experience within the department.

## **Duties and Responsibilities**

1. Production of award certificates, coordinate the dispatch of award certificates including supervising staff who provide support in this area.
2. Ensure certificates for debtors are withheld and ensure the secure and efficient storage of the associated Pass Lists
3. Maintain dispatch logs. Uphold the University's regulations governing the production, storage and disposal of certification.
4. Monitor the systems in place for producing and dispatching certificates and make recommendations for improvements where required. Including following up referred/deferred candidates as appropriate
5. Administration of and Servicing specified Award and Progression Boards including; liaison with Faculty of staff Verifying Module Board recommendations and overseeing subsequent data input.
6. Notify the Ceremonies Team of students eligible for a certificate
7. Acting as a lead usher during ceremony periods

8. To have primary responsibility for considering personal circumstances (PC) applications submitted by Health, Social Care and Medicine students, ensuring that the work of the Assessment & Awards Team meets service level standards
9. To interpret and apply extensive knowledge of the academic regulations to offer accurate information, advice and guidance on complex assessment issues and processes to all enquiries.
10. Provide effective support in the maintenance of data used for statistical reporting (such as HESA), and the management of assessment data that more widely supports monitoring and planning;
11. Maintain an excellent understanding of current policy and assessment issues and with this ensure that business processes are up to date by identifying any actions that may need to be addressed and ensuring that the University is compliant with any associated obligations;
12. Support the Senior and Assistant Registrars with internal and external audit reviews, which may require the provision and analysis of data;
13. Operate to high levels of customer service excellence and administration, working effectively with colleagues in the Awards Team, Academic Registry and across the University, providing a supportive role to ensure service standards are met and excellent working relationships are maintained.
14. Plan and manage own workload, demonstrating independence, setting targets to ensure that delivery meets with institutional deadlines and all responsibilities are met;
15. To ensure the maintenance of accurate assessment records for Health, Social Care & Medicine students on the University Student Record System and associated systems and be able to provide advice to both staff and students such as mitigating circumstances, degree classifications and final results;
16. To work closely with the Senior Registrar: Records, Assessment and Awards and Assistant Registrar: Assessment and Examinations on the development of the Student Record System; which might require attending conferences and workshops.
17. To undertake other appropriate duties as required by the Academic Registrar, Senior Registrar: Records, Assessment and Awards and Assistant Registrar: Award Ceremonies & Certification.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review;

encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

## **Eligibility**

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.

## Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

### Qualifications

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Educated to degree level or have relevant professional work experience	Essential	Application
ECDL/CLAIT or equivalent qualification or relevant experience	Desirable	Application

### Experience and Knowledge

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Previous experience in Higher Education Administration	Desirable	Application
Experience and Knowledge of computerised Student Records or similar systems and Microsoft Office applications including Word and Excel	Essential	Supporting Statement & Test
Experience in the checking of documentation for publication	Essential	Supporting Statement & Interview

### Abilities and Skills

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Ability to work effectively as part of a team	Essential	Supporting Statement & Interview
Ability to work independently, prioritise a heavy workload, and to work additional hours during busy periods	Essential	Supporting Statement & Interview

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Ability to use initiative and problem solve	Essential	Supporting Statement & Interview
Ability to pay close attention to detail	Essential	Supporting Statement & Interview
Ability to deal with sensitive issues in a calm and efficient manner including an ability to maintain a high level of confidentiality	Essential	Supporting Statement & Interview
Excellent standard of written English including proficiency in writing emails and letters	Essential	Supporting Statement & Test
Competent and adaptable in utilising digital technology to maximise service impact, including the use of a wide range of IT applications, including Microsoft Word, Excel, Access, PowerPoint and Outlook.	Essential	Supporting Statement & Interview

## **Candidate Guidance and How to Apply**

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

### **Have any questions?**

For informal enquiries about this vacancy, please contact Nicola Breeze, Events Manager (Award Ceremonies) at [Nicola.Breeze@edgehill.ac.uk](mailto:Nicola.Breeze@edgehill.ac.uk).

### **Ready To apply:**

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

### **Key points:**

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.

- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment
- **Right to work in the UK –** This position does not meet the eligibility requirements for sponsorship under the skilled worker route within the UK visa and immigration service's points-based system. Therefore, Edge Hill University is not able to sponsor individuals who require permission to work to carry out this position.
- **Start date:** A start date will be arranged after pre-employment checks are completed.