



Job Description and Person Specification

Summary

Job title:	Student Assessment & Progression Officer
Area:	Academic Registry
Reference:	EHA2618-0125
Grade and Salary:	£28081 - £30505 per annum. Grade 5, Points 19 to 22
Contract Type:	Fixed Term for 12 Months – Maternity Cover
Hours:	Full Time (36.25 Hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Head of Academic Registry
Reporting to:	Senior Assessment Officer

About the Department

You will be based in Academic Registry, a central support service that serves to provide high quality administrative systems to facilitate the student journey from enrolment through to award conferral.

About the Role

The primary function of the post is to act as one of their senior administrative officers for one of the three Faculties (currently Faculty of Health, Social Care & Medicine) in relation to the operation of Award/Progression Boards. This includes the organisation of interim scheme boards, the tracking of student progression and awards and consideration of personal circumstances applications.

This is a varied role, you will need to be an experienced administrator, self-motivated, highly organised, be able to work effectively under pressure and have the ability to work independently to deliver high service standards. You will also support the provision of an excellent and responsive service to all students on behalf of the Department.

Duties and Responsibilities

1. To understand the structure of University courses, modes of study, student registration and progression in order to have a sufficient knowledge base to perform the duties of the role
2. To understand the functions and working of the student record system and associated interfaces to be able to input and extract data to effectively maintain student assessment records
3. Administration of and servicing specified Award and Progression Boards including:
 - a) Liaison with Faculty staff in relation to marks input
 - b) Verifying Module Board recommendations and overseeing subsequent data input
 - c) Advising the Chair of the Board in relation to institutional regulations and procedures
 - d) Follow up referred/deferred candidates as appropriate
 - e) Production of transcripts and results letters
 - f) Notify the Ceremonies Team of students eligible for a certificate

g) Organisation and servicing of interim scheme boards

4. 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
5. 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
6. To engage with the review and testing of developments to enhance the student record system and associated assessment related systems. To ensure optimum use of systems, including providing support to other users. Engage in review of procedures identifying and monitoring issues based on findings.
7. 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.
8. Support the Senior and Assistant Registrars and Senior Assessment Officers with internal and external audit reviews, which may require the provision and analysis of data.
9. Operate to a high level of customer service excellence and administration, working effectively with colleagues in the Assessment & Awards Team, Academic Registry and across the University, providing a supportive role to ensure service standards are met and excellent working relationships are maintained.
10. To have primary responsibility for organising examinations and considering personal circumstances applications submitted by Health, Social Care & Medicine students, ensuring that the work of the Assessment & Awards Team meets service level standards. Whilst providing advice to both staff and students associated activity such as personal circumstances and final results.
11. To ensure the maintenance of accurate assessment records on the University Student Record System and associated systems.
12. To work closely with the Senior Registrar on developing the Student Record System.
13. To fulfil a senior role during the institutional graduation ceremonies, including acting as a lead usher.
14. To undertake other appropriate duties as required by the Academic Registrar, Senior Registrar: Records, Assessment and Awards, Assistant Registrar: Assessment and Examinations and Senior Assessment Officer

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

Criteria	Essential or Desirable Criteria	Method of Assessment
Degree or equivalent qualifications or work experience	Essential	Application
ECDL/IBT 2 or equivalent qualification	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Demonstrable experience of developing and applying IT skills and using them to view and update records in an Information Database	Essential	Supporting Statement & Interview
Experience of working in Higher Education administration	Desirable	Application
Proven experience of managing multiple tasks and meeting tight deadlines, using organisational, prioritisation and planning skills	Essential	Supporting Statement & Interview
Experience of committee servicing and report writing	Desirable	Supporting Statement & Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Provide advice on and explain complex administrative procedures	Essential	Supporting Statement & Interview
Ability to work effectively as part of a team	Essential	Supporting Statement & Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Demonstrable ability to pay close attention to detail	Essential	Application & Test
Ability to deal with sensitive issues in a calm and efficient manner	Essential	Supporting Statement & Interview
Ability to maintain a high level of confidentiality	Essential	Supporting Statement & Interview
Adaptability and the capacity to work additional hours during busy periods	Essential	Supporting Statement & Interview
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, Teams 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 Joanne McLaughlin, Senior Assessment Officer at Mclaughj@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
- **Start date:** A start date will be arranged after pre-employment checks are completed.