

## UNIVERSITY OF SUSSEX

### Job Description for the post of: Curriculum and Assessment Officer

Department	n/a
Section / Unit / School	All schools
Location	TBA
Grade	5
Line manager	School Administrator

#### **Purpose of the post:**

To co-ordinate and provide administrative support for the School's curriculum, quality assurance and enhancement, and student assessment and progress processes. Working to support the Director of Teaching and Learning, School Administrator and other senior staff within the School on defining appropriate systems for management of examinations and assessments.

#### **Key Responsibilities:**

##### **1 Support curriculum and portfolio development**

- 1.1 To provide administrative support for curriculum development and change to the Director of Teaching and Learning, course convenors and module convenors, in accordance with University policy and procedures
- 1.2 To arrange and support relevant meetings, including acting as Secretary to School Teaching and Learning Committee, involving liaison with the relevant Chair to draw up agendas, the collation and circulation of papers, minuting the meeting and taking the necessary follow-up actions including the preparation of reports for Professional Service Team colleagues and central University committees
- 1.3 To support course and module convenors in developing curriculum proposals
- 1.4 To manage and maintain to a high degree of accuracy the module and course database and associated documentation including maintaining syllabus rules, in liaison with colleagues
- 1.5 To coordinate arrangements for student option and elective choice across Schools
- 1.6 To coordinate and process transfers and other variations of study requests
- 1.7 To coordinate student temporary withdrawal processes within the School and provide guidance to Examination Boards on decisions regarding return to study
- 1.8 To attend liaison meetings with ADQE as required, including the Quality Forum
- 1.9 To provide support for internal and external audits and reviews, including validation, periodic review and accreditations

##### **2 Support quality assurance and enhancement**

- 2.1 To provide advice and guidance on processes to the Director of Teaching and Learning, course convenors and module convenors
- 2.2 To support processes for annual monitoring at School level, in liaison with the Director of Teaching and Learning
- 2.3 To coordinate action planning and follow up of quality assurance outcomes, as directed by the Director of Teaching and Learning
- 2.4 To support School processes for collecting student feedback and reporting to Boards of Study and Teaching and Learning Committees

##### **3 Academic standards**

- 3.1 In liaison with the ADQE Office and School Administrator, coordinate arrangements for School Examination Boards
- 3.2 To support relevant Examination Boards, including providing advice on processes to the Chair and members, and supporting the Chair in following up outcomes

- 3.3 To deal with queries from staff and students regarding assessment regulations and outcomes
- 3.4 Liaison with internal and external examiners
- 3.5 To maintain accurate records of exam board outcomes and to liaise with other units as appropriate, in partnership with colleagues in SPA and AQDE Office

**4 Other responsibilities**

- 4.1 To provide administrative support for academic misconduct and appeals processes
- 4.2 To contribute to the work of the School's administration team

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date: September 2015

**Person Specification for the post of: Curriculum and Assessment Officer**

**SKILLS / ABILITIES**

	Essential	Desirable
Ability to deal effectively and to communicate well with people	YES	
Ability to work effectively to deadlines while under pressure	YES	
Good ICT skills, including using databases	YES	
High degree of accuracy and attention to detail	YES	
Ability to explain regulations and procedures in a clear and concise manner	YES	
Ability to plan own workload	YES	

**KNOWLEDGE**

	Essential	Desirable
Knowledge of working in HE environment		YES
Knowledge of module and course structures and assessment methods within an HE context		YES
Knowledge of examination board and University regulations in regard to student progress and assessment		YES

**EXPERIENCE**

	Essential	Desirable
Experience of administrative and clerical systems	YES	
Experience of supporting and servicing meetings	YES	
Experience of quality assurance and examinations matters	YES	

**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

	Essential	Desirable
Commitment to providing high levels of service to students and staff	YES	
Commitment to team working	YES	

Commitment to staff development		YES
Ability to deal sensitively with anxious students	YES	