UNIVERSITY OF SUSSEX

Job Description for the post of:

PST CURRICULUM ADMINISTRATOR

Department

Section / Unit / School	Academic Registry Professional Service Team
Location	TBC
Grade	7
Responsible to	Head of Academic Registry
Responsible for	PST Clerical Officer

Purpose of the post:

To coordinate and deliver professional support for the effective implementation of quality assurance, curriculum management and assessment processes for designated Schools.

Key Responsibilities:

Quality Assurance and Curriculum

1. To ensure the effective implementation of the University's academic quality assurance systems at School level, in liaison with Heads of School, Directors of Taught Programmes and Heads of Department.
2. To attend and provide definitive advice and guidance to School Teaching and Learning Committees.
3. To provide specialist advice to academic and administrative colleagues on UG and PG curriculum development and maintenance, in accordance with University frameworks
4. To provide specialist advice to academic and administrative colleagues on policy development and implementation in accordance with the University's Teaching and Learning Strategy
5. To ensure effective coordination and support for validation events and Periodic Subject Reviews, including acting as Secretary
6. To ensure effective coordination and support for internal and external academic quality audits and reviews, including those associated with professional, statutory and regulatory bodies and other accrediting organisations.
7. To undertake research, drafting proposals, guidelines and reports for meetings, as appropriate.
8. To coordinate arrangements for student elective choice across Schools.

Examinations and Assessment

9. To ensure the effective management of systems and processes for examinations and assessment in accordance with University requirements.
10. To ensure the effective servicing of Examination Boards, including acting as Secretary
11. To advise Examination Boards on formal regulatory matters
12. To draft guidelines and reports for meetings, as appropriate.
13. To ensure the recording and dissemination of relevant information to appropriate staff and students and to liaise with other units as appropriate, in partnership with colleagues in Academic Registry.

Staff Management

14. To manage associated clerical staff (including recruitment, probation, appraisal, performance reviews and staff development).
15. To lead and develop a professional network of School-based administrative staff (Curriculum and Assessment Officers), in order to ensure effective and accurate service delivery and help inform service and system development

Other Duties

16. To contribute to, or support, relevant Working Groups, as determined by the Head of Academic Registry.
17. Other duties, consistent with the grade, as determined by the Head of Academic Registry.

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   23 February 2009