



1 Advertisement

Post Title: Senior Curriculum & Assessment Officer

School/department: University of Sussex Business School

Hours: full time considered up to a maximum of 36.5 hours per week. Requests for [flexible working](#) options will be considered (subject to business need)

Contract: Permanent

Reference: 10308

Salary: starting at £32,411 to £36,333 per annum. It is usual to appoint at the start of the salary scale.

Placed on: 02 May 2023

Closing date: 24 May 2023 - Applications must be received by midnight of the closing date. Previous applicants need not apply.

Expected Interview date: TBC

Expected start date: ASAP.

An exciting opportunity has arisen within the Business School at the University of Sussex, for a Senior Curriculum & Assessment Officer. The role performs a key function in upholding compliance and quality assurance throughout the School's portfolio in accordance with both internal & external regulatory bodies.

You will be expected to develop an in-depth knowledge of University, School & external policies and regulations to provide guidance to senior colleagues and key stakeholders within the School. Your knowledge and experience will help to inform decision making at a senior level on matters regarding student progression and the shaping of School policies & strategy.

We are looking for someone with experience of working within higher education or who is an experienced administrator who enjoys handling data and is adept at interpreting and applying policy. You will naturally be highly driven, well-organised, able to remain calm, and make informed decisions under pressure. You will play a key role in the development of the Curriculum & Assessment team. This is a fantastic opportunity to enhance your management skills by supporting more junior team members and leading on team projects.

Why Sussex?

The University of Sussex is a renowned, research-led international University and this is only possible because of the people that work here. Whether you are Faculty or a member of Professional Services Team, it's only our people that make us great! We want you to be part of that. We are located in Falmer (Brighton), very near the Amex Stadium. We are easily accessible by public transport, have dedicated cycling routes, and are right next to the A27.

Below are just some of our benefits that you will get from day one:

- Generous pension scheme, you contribute 4% and we double it to 8%, for a total of 12%.
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- You can purchase additional Annual Leave through our Scheme for a great home and work life balance.
- Yearly pay increments in line with your grade salary scale.

- Discounts on public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
- Considerable discount on our on-site Gym Facilities and best of all....
- £2 daily hot lunches! You are not going to find that anywhere in Brighton.

As a key member of the Business School's professional services team, you will have a key role in our students' academic journey.

This role is hybrid-based, meaning you will be working in one of the most interesting buildings at our beautiful Falmer campus 3 days a week, and from the comfort of your home the rest of the week.

If you are intrigued by this fantastic opportunity and are looking for a new role in a vibrant and supportive team, apply now.

Please contact Kelly Wing, k.wing@sussex.ac.uk for informal enquiries

For full details and how to apply see our [vacancies page](#)

2. The School / Division

Please find further information regarding the school/division at <https://www.sussex.ac.uk/business-school/>

3. Job Description

Job Title:	Senior Curriculum & Assessment Officer
Grade:	G6
School/Division:	Business School
Location:	Jubilee Building, Falmer Campus
Responsible to:	Education Manager (Quality & Enhancement)
Direct reports:	Curriculum & Assessment Officers / Curriculum & Assessment Coordinators / Curriculum & Assessment Assistant Officers
Key contacts:	Education Managers within the Business School, Directors of Teaching & Learning, Associate Dean of Education & Students, Heads of Department, Head of Professional Services

Role description:

The Senior Curriculum and Assessment Officer is a critical role within the School, being responsible for compliance within the remit of curriculum & assessment and more broadly, our general offer to students. The role is essential for maintaining our regulatory obligations with external bodies and internal policy, as it applies to the delivery of higher education. The role

offers advice and guidance to faculty and students across the School with a particular focus on the application of University policy & regulations plus the requirements of external professional bodies, to inform & support the decision making of the Directors of Teaching & Learning, Associate Dean of Education and Students, plus Senior Management Team, thereby enabling the delivery of the School's *Learn to Transform Strategy 2025*. The role works as part of a team, to provide up to date and accurate information, specific subject matter knowledge, advice and guidance to students, managers, staff and, occasionally, externals (such as external examiners) at all levels on a specified range of services, procedures, or policies.

To liaise between service users and operational teams in relation to queries and requests.

PRINCIPAL ACCOUNTABILITIES

- Support and maintain the School's obligations with regards to School & Course level accreditations and other professional regulatory bodies as it applies to Curriculum and Assessment, covering areas such as Assurance of Learning, Competition & Markets Authority, Accredited Examinations, PSRBs etc.
- Provide information, expert subject matter knowledge and reliable advice & guidance on the range of services and activities within the specified area of curriculum & assessment, to support & inform decision making at senior level.
- Support student progression via the management & coordination of key activities throughout the academic cycle of business, such as Exam Boards, Portfolio Review & Curriculum Changes, Appeals, Misconduct and Reasonable adjustments, factoring in aspects relating to School Strategy including assurance of learning. world-readiness and PSRB requirements
- Assess queries and potential issues, applying policy & regulations, advising on solutions and linking with relevant operational teams within the Business School Professional Services, school academic management, external regulators and other divisions in the University. Using knowledge and experience to solve more complex problems independently where possible and contributing to more detailed investigations where formal complaints are received.
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.
- Work effectively with a large volume of numerical data, with the ability to interpret, present and utilise it to aid informed decision-making & process improvement.

KEY RESPONSIBILITIES

- Confidently advising students, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, interpreting procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.
- Role model exemplary behaviours and knowledge to other team members and stakeholders.
- Developing and maintaining productive and collaborative relationships with students, managers, colleagues, and other service areas demonstrating professional credibility

- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers and training providers.
- Researching areas of enquiry to ensure appropriate advice is given, as well as advising other team members where necessary.
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team.
- Where required, deliver coaching and training to develop capabilities in line with required improvements.
- Supervise a couple of more junior members of the team, conducting 1-2-1s and appraisals and escalating more complex issues to the team manager.
- Supporting senior colleagues where appropriate in educating and developing the knowledge and understanding of users about the services provided to promote self-service and self-reliance.
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages.
- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within service area.
- Maintaining and updating information systems in line with the Data Protection Act and ensuring accurate recording of query types and suggesting ideas for improvement.
- Preparing ad hoc and regular management reports on the use of the service area to aid the improvement of processes and understanding of the services provided. Analysing and investigating the collected data further where required.
- Provide advice on ongoing projects and how they might affect service users, using existing and learned knowledge and expertise.
- Providing support and guidance for the service area administration team.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any responsibilities for equipment or premises.
- This role will have supervisory responsibility of normally one or two individuals.
- The post holder reports to the Education Manager (Quality & Enhancement) working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority

requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Balance effectiveness and cost-efficiency in the management of the budgets you may be accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

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

PERSON SPECIFICATION

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Confident working knowledge of curriculum & assessment within the higher education sector.
2. Ability to work with large sets of numerical data and use it to inform decision making.
3. Analytical skills that enable considered & reliable decision-making & presentation of information, with the ability to make judgements around multi-faceted issues.
4. Excellent communication skills (particularly written) with the ability to simplify complex policy & regulation into clear & concise guidance, appropriate for a wide range of audiences, with the ability to assess the most effective channel through which to communicate different pieces of information for different groups of people

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities, and delegate where necessary.
3. Well-developed interpersonal skills with the ability to quickly build rapport.
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Ability to assess problems effectively and make standard minor impact decisions autonomously.
7. Competent IT skills to effectively manage own workload – MS Suite.
8. Ability to provide elements of line management & pastoral welfare support to junior members of the team where necessary.

DESIRABLE CRITERIA

1. Demonstrable experience in a similar role.

2. Experience of line management and the ability to lead and motivate a small team.
3. Demonstrable experience working in a university or similar environment.