



1 Advertisement

Post Title: Curriculum and Assessment Officer

School/department: University of Sussex Business School

Hours: full time or part time hours 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: 9585

Salary: starting at £27,131 to £31,411 per annum, pro rata if part time

Placed on: 17 November 2022

Closing date: 14 December 2022 Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: ASAP

An exciting opportunity has arisen within the Business School for a Curriculum and Assessment Officer.

The Curriculum and Assessment Officer is responsible for supporting key processes in the remit of quality assurance for the School. This ranges from advising exam boards about the progression or award options for students, as well as supporting the School Education Committee with curriculum development along with maintaining all course and module records for the School .

Key Skills:

- Strong eye for detail
- Approachable, professional and able to remain calm under pressure
- Ability to work proactively, as well as reactively, to prioritise and manage multiple projects
- Confident communicating with senior colleagues and stakeholders

The Curriculum and Assessment Officer will interact with a diverse customer base of students, faculty, staff, University and external organisations, and will be expected to deliver a high level of customer service and operational execution.

We are seeking a creative, enthusiastic and well-organised Officer, who is a self-motivator and good team member, with strong proven administrative and organisational skills. The ability to take the initiative and to work effectively under pressure will be essential. The successful candidate will have an aptitude for detailed work, problem solving and self-management. Knowledge of HE is desirable.

Please contact Heidi Davies, Heidi.Davies@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 Description for the post of: Curriculum and Assessment Officer

Department: Professional Services

Section/Unit/School: University of Sussex Business School

Location: The role is based in the Jubilee building at our Falmer campus with elements of remote-working subject to business need

Grade: 5

Responsible to: Education Manager, Quality & Enhancement

Responsible for: Curriculum and Assessment coordinators

Role description:

Working as part of a team, to provide up to date and accurate information, advice and guidance to students, managers and staff 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

- Provide information, advice and guidance on the range of services and activities within the specified area
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

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, and procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.
- 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 particular areas of enquiry to ensure appropriate advice is given
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team
- 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
- Where required, deliver coaching and training to develop capabilities in line with required improvements
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions 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
- Provide advice on ongoing projects and how they might affect service users
- 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.
- The post holder reports to the Education Manager Quality & Enhancement, they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. 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.

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 CRITERIA

1. Good secondary education (see role-specific criteria below).]
2. Effective planning and organisational skills.

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. Competent IT skills to effectively manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of area of expertise
2. Using databases, spreadsheets, word processing software and networked email
3. Managing or supervising staff
4. Managing administrative systems in higher education
6. Producing documents and reports
7. Committee servicing
8. Proof reading
9. A high degree of personal initiative and responsibility
10. A willingness to work flexibly when examinations require

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.