



## 1 Advertisement

**Post Title: AQP Assistant**

**School/department:** Division for the Student Experience / Academic Services

**Hours:** Full time or part time hours considered up to a maximum of 36.5 hours  
Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 10298

**Salary:** starting at £23,144 to £26,396 per annum, pro rata if part time

**Placed on:** 04 January 2023

**Closing date:** 01 February 2023 . Applications must be received by midnight of this date.

**Expected Interview date:** to be confirmed

**Expected start date:** as soon as possible

The Division for the Student Experience is seeking to appoint an AQP Assistant, who will provide professional administrative support to ensure the smooth operation of the Department of Academic Quality and Partnerships. Key aspects of the role include maintenance of the University's External Examiner processes and assistance with the organisation of validation and periodic review events. The successful candidate will have considerable contact with academic faculty and professional services staff, and will be required to possess excellent organizational, communication and IT skills.

For informal enquiries please contact Oliver Craig, Head of Academic Quality and Partnerships ([o.craig@sussex.ac.uk](mailto:o.craig@sussex.ac.uk) )

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

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The Division

The Division for the Student Experience provides a range of administrative, academic and support services focused on improving the student experience, both directly to students and also to colleagues in Schools and Departments. Our services include:

- Academic quality and curriculum development and oversight of the University's UK collaborative provision
- Support to key University Committee's including the Education Committee
- Development of academic policy and procedures, including assessment regulations
- Student registration and ongoing maintenance of student records
- The management of student progress and assessment including the organisation of all formal examinations for UG, PGT and PGR students

- The management of student complaints and appeals and compliance with UKVI regulations related to students.
- Student engagement and enhancement including initiatives which form a key platform of our Access and Participation Plan
- Educational enhancement including technology enhanced learning and online distance learning
- Statutory data returns including HESA
- Student advice and guidance including disability, money and international students
- The provision of wellbeing and therapeutic support to students including those in our residences
- Careers, employability and entrepreneurship
- Timetabling of teaching and management of room bookings
- The University Chaplaincy
- The Sussex Regional ACCESS Centre

### **3. Job Description**

#### **Job Description for the post of: AQP Assistant**

<b>Department:</b>	<b>Academic Quality and Partnerships</b>
<b>Division:</b>	<b>Student Experience</b>
<b>Location:</b>	<b>Sussex House</b>
<b>Grade:</b>	<b>4</b>
<b>Responsible to:</b>	<b>Head of Academic Quality and Partnerships</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Key contacts:</b>	<b>Academic and professional services staff in schools</b>

#### **Role description:**

A proactive member of the Academic Quality and Partnerships team providing professional administrative support to ensure the smooth operation of the section. Key aspects of the role include maintenance of the University's External Examiner processes and assistance with the organisation of validation and periodic review events.

#### **PRINCIPAL ACCOUNTABILITIES**

- 1. To provide administration to operate, maintain and develop effective procedures to support the external examiner system.**
- 2. Assist with the organisation of validation and periodic review events.**
- 3. Assist with the maintenance of the AQP website site as directed by the Head of AQP**

4. **Provide administrative support for University level committees clerked by AQP**
5. **Contribute to the administrative support for staff development events organised by AQP**
6. **To support the work of the Academic Quality and Partnerships Office**
7. **To undertake other projects and duties as required from time-to-time.**

## **KEY RESPONSIBILITIES**

1. **To provide administration to operate, maintain and develop effective procedures to support the External Examiner system.**

- 1.1 Maintain External Examiner records.
- 1.2 Maintain an annual schedule for the administration and operation of the nominations process, asking Schools for nominations for replacement external examiners and following the agreed procedure for approving nominations
- 1.3 Responsibility for the preparation of letters of appointment and general correspondence with the University's External Examiners.
- 1.4 Process external examiner fee payments in accordance with the University's framework.
- 1.5 Be the central point of contact for External Examiner queries
- 1.6 Support and service meetings where required, including the production of minutes and action notes for External Examiner related meetings including induction and others as required
- 1.7 Contribute to the annual External Examiner summary reports.

2. **Assist with the organisation of validation and periodic review events.**

- 2.1 Working with the Curriculum Managers support the organisation of validation and periodic review events as required including:
  - Circulation of documentation to panel members
  - Circulation of reports to panel and course teams
  - Circulation of the response to conditions/action plans and one-year follow-up reports
  - All domestic arrangements including payment of external panel members
- 2.2 Maintain the AQP schedule of validation and periodic review events
- 2.3 Be responsible for the circulation and receipt of validation/periodic review post-event questionnaires for panel members and the analysis of results for incorporation in the annual Validation and Review report

3. **Assist with the maintenance of the AQP website site as directed by the Head of AQP to ensure it continues to be up to date.**

- 4. Provide administrative support for University level committees clerked by AQP**
  - 4.1 To arrange meetings as required, including the management of room bookings, invitations, hospitality, preparation of papers, and attendance records.
- 5. Contribute to the administrative support for staff development events organised by AQP**
  - 5.1 To arrange workshops as required, including the management of room bookings, invitations, hospitality, and the circulation of papers.
- 6. To support the work of the Academic Quality and Partnerships Office**
  - 6.1 Support the process of continual enhancement of the University's quality assurance processes
  - 6.2 Clerk AQP team meetings
- 7. To undertake other projects and duties as required from time-to-time.**

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

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

- Excellent ICT and keyboard skills – Microsoft Office, Windows XP, email
- Ability to work effectively to deadlines while under pressure
- Ability to use own initiative and to manage own workload on a day-to-day basis, reassessing priorities to manage deadlines and deal with emerging pressures
- High degree of accuracy and attention to detail
- Ability to handle confidential information in an appropriate way, in line with good practice and current legislation.
- Excellent knowledge and experience of Microsoft Office and Windows XP including the ability to create, format, edit and manipulate large word processed documents and to prepare spreadsheets. Familiarity with the use of functions and formulas.
- Knowledge and experience of using databases, or evidence of professional development to support the acquisition of necessary skills.
- Previous experience of providing secretarial support in an office environment
- Experience of administrative and clerical systems

- Qualification in keyboard skills at RSA stage 2 or above, or equivalent
- GCSE English and Maths at Grade C or above, or equivalent
- Evidence of training in all aspects of Microsoft Office, including Word, Power Point, Excel, and Access, or the ability to demonstrate competence in the above applications.
- Ability to prioritise own workload and work independently

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

- Knowledge of the Freedom of Information Act and also the Data Protection Act. Understanding of confidentiality and the management of confidential material and information.
- Commitment to providing high levels of service to students and staff
- Ability to deal sensitively and diplomatically with internal and external staff
- Excellent communication skills, both oral and written and an ability to deal confidently with a wide range of individuals including external partners, University academics and administrators, students, parents, and members of the Students' Union

#### **DESIRABLE CRITERIA**

- Previous experience of working in a higher education environment
- Commitment to team working
- Commitment to staff development