

1. Advertisement

Post Title: Assessment and Examinations Officer (PGR)

School/department: Assessment and Examinations within the Division for the Student Experience/Academic Services

Hours: part-time 0.5 FTE (18.25 hours)

Requests for [flexible working](#) options will be considered (subject to business need).

Location: Falmer, Brighton, United Kingdom

Contract: Permanent

Reference: 20434

Salary: starting at £24,144 to £27,396 per annum, pro rata if part time

Placed on: 25 April 2023

Closing date: 29 May 2023. Applications must be received by midnight of the closing date.

Expected Interview date: As soon as possible

Expected start date: To be confirmed

Job description

The University's Division for Student Experience is looking for an organised, efficient and enthusiastic individual to join the Exams and Assessments department, working in a small team to provide support for the assessment and examination arrangements for students registered on a PhD programme.

The post holder will:

- be responsible for managing the examination casework of Postgraduate Research students for a group of subjects;
- work closely with Academic staff and external examiners to progress cases in a timely manner;
- maintain accurate and up-to-date student records;
- respond to enquiries from stakeholders across the University;
- contribute to the maintenance of process documents and webpages.

You should be able to work under your own initiative, as well as collaboratively within a team. You will be highly organised, have excellent IT skills including the use of databases and spreadsheets, and have the ability to work under the pressure of tight deadlines.

A little bit about us and what we can offer you:

The University of Sussex is a renowned, research-led international University, located just nine minutes by train from Brighton, and situated within strolling distance

of Stanmer Park. Below are just some of our benefits you can enjoy as a member of staff:

- Discounted gym memberships at the on-campus sports facilities.
- Generous pension and life assurance scheme.
- Discounts on public transport, a cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops and many retailers through our Rewards partner.

Please contact Alex Walberton (Assessment and Examinations Manager) via a.walberton@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 division at <https://staff.sussex.ac.uk/us/services/student-experience>

3. Job Description

Job Title:	Assessment & Examinations Officer (PGR)
Grade:	4
School/Division:	Student Experience/Academic Services
Location:	Bramber House
Responsible to:	Assessment & Examinations Manager
Direct reports:	N/A
Key contacts:	Academic and professional services staff in schools Doctoral Supervisors Directors of Doctoral Studies Research Coordinators in Schools Library staff Students Records team

Role description:

Part of the University Assessment and Examinations team, this post provides dedicated support for the assessment and examination arrangements for students registered on a PhD programme.

PRINCIPAL ACCOUNTABILITIES

- 1. Provide administrative support for the organisation of PGR assessment and examination arrangements**
- 2. The maintenance of up to date student records and list of students eligible to attend graduation.**
- 3. To support the provision of examination arrangements for those students requiring alternative examination arrangements because of disability or learning difference.**
- 4. Contribute to the development and ongoing enhancement of policies and procedures in relation to the assessment and examination of PGR students.**
- 5. Give professional advice and guidance to School and University colleagues in respect of all aspects of the processes associated with assessment and examination of PhD candidates**
- 6. Undertake appropriate training programmes to support personal and professional development.**
- 7. To undertake other projects and duties as required from time-to-time commensurate with grade,**

KEY RESPONSIBILITIES

- 1 Provide administrative support for the organisation of PGR assessment and examination arrangements**
 - 1.1 Oversee the formal appointment of internal and external examiners through the Research Degrees Examination Board in liaison with the Supervisor and the Director of Doctoral Studies.
 - 1.2 Oversee the processing thesis submissions
 - 1.3 Prepare documentation for transmission to the Research Degrees Examination Board
 - 1.4 Prepare documentation for Senate Awards Ratification Committee, as appropriate.
 - 1.5 Operating the separate procedures for re-examination
 - 1.6 Process external examiner fees and expenses
 - 1.7 Arrange for the electronic publication of theses via Sussex Research Online and maintaining records of thesis embargoes in consultation with Directors of Doctoral Studies and colleagues in the Library.

2 The maintenance of up-to-date student records and list of students eligible to attend graduation.

- 2.1 Update student records accordingly following examination.
- 2.2 Run data integrity reports to ensure that processes are completed as required.
- 2.3 Have responsibility for the maintenance of the definitive list of students eligible to graduate at each ceremony.
- 2.4 Check that the correct students have been identified to attend graduation and that the graduation programme accurately reflects this.

3 To support the provision of examination arrangements for those students requiring alternative examination arrangements because of disability or learning difference.

- 3.1 Providing timely and clear information for students requiring special examination arrangements and updating databases as necessary.
- 3.2 Organising and ensuring the delivery of specific assistive measures as directed by the head of the section/line manager.
- 2.3 Receive and handle sensitive information on students requiring reasonable adjustments, with care and discretion and maintain the confidentiality of this information in accordance with the Data Protection Act and other relevant legislation

3. Contribute to the development and ongoing enhancement of policies and procedures in relation to examinations.

- 3.1 To support the development of the exams processes by giving feedback to the team on improvements to support efficiency, and effectiveness to enhance the student experience.

4 Give professional advice and guidance to School and University colleagues in respect of all aspects of the processes associated with examinations

- 4.1 Respond to queries (received via any channel) from stakeholders from across the University in a timely and professional manner.
- 4.2 Contribute to the maintenance of up-to-date office procedures relating to the specifics of this role
- 4.3 Assist with the maintenance of training materials
- 4.4 Maintenance of relevant web pages for staff and students.

5. To undertake appropriate training programmes to support personal and professional development.

6. 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

- GCSE Maths and English or their equivalent
- The ability to use your own initiative and develop ideas
- Ability to work accurately under the pressure of regular and tight deadlines
- Excellent communication skills
- A proactive approach to problem solving
- The ability to pay close attention to detail
- The ability to work as part of a team
- Experience of working in a customer facing role
- Experience of organising and prioritising a large volume of work under pressure
- Experience of working on a computer database
- Able to demonstrate successfully handling enquiries from customers from a range of cultures and in a range of formats
- A responsible and flexible attitude
- Willing to work within a team in a collaborative environment
- Ability to deal with people in a friendly, patient and supportive manner

ESSENTIAL ROLE-SPECIFIC CRITERIA

- Excellent MS Office Skills including Excel

DESIRABLE CRITERIA

- Current knowledge of PGR exams and assessment process
- Experience of working within Higher or Further Education in an administrative role
- Previous experience of working in an exams/assessment office



- Have a proven track record of training in cultural diversity/disability awareness and conflict avoidance
- Evidence of developing or adapting office systems