



## 1. Advertisement

**Post Title: Senior Course Co-ordinator**

**School:** School of Mathematical and Physical Sciences/Professional Services

**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).

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 10477

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

**Placed on:** 02 February 2023.

**Closing date:** 23 February 2023. Applications must be received by midnight of the closing date.

**Expected start date:** asap

***This vacancy is only open to those currently employed by the University.***

Are you an experienced administrator looking for a brand-new challenge?

An exciting opportunity has arisen for a proactive professional to join the dynamic and friendly MPS administrative team.

We are seeking to appoint a full-time Senior Course Co-ordinator in the School of Mathematical and Physical Sciences to lead a small team and coordinate support for a range of courses within the School.

You will be responsible for administering the School's courses and teaching support processes, including quality assurance systems. The post will provide an opportunity for working with a dynamic team of staff. The successful candidate will have excellent organisation, communication, IT and customer service skills.

Please contact Sophie Corton [s.c.corton@sussex.ac.uk](mailto:s.c.corton@sussex.ac.uk) for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#). **Please ensure you evidence against all the criteria in the Person Specification on the "Additional information in support of your application" page of your application form.**

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

**Please note: The University requires that work undertaken for the University is performed from the UK.**



## 2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/mps/>

## 3. Job Description

Job Description for the post of:	Senior Course Coordinator
Department:	School of Mathematical and Physical Sciences
Section/Unit/School:	School of Mathematical and Physical Sciences
Location:	School Office, Pevensey II
Grade:	5
Responsible to:	Assistant Operations Manager
Responsible for:	No direct reports

### **Purpose of the post:**

To lead a small team and coordinate support for a range of courses within the school; supporting students; providing administrative support to members of staff.

### **Key Responsibilities:**

#### **1. Support the Director of Teaching and Learning and heads of departments**

- 1.1 Arrange and support relevant meetings.
- 1.2 Organise school and departmental events and circulate publicity.
- 1.3 In conjunction with Student Recruitment Services, support student recruitment events such as student admissions days and open days.
- 1.4 In conjunction with Student Recruitment Services, support student induction processes, including assisting school-level induction/re-induction events.

#### **2. Administer the school's courses**

- 2.1 Assist with planning of teaching: maintain timetable relating information and plan teaching groups.



- 2.2 To coordinate school based 'keeping warm' activities for prospective students in liaison with colleagues in Student Recruitment Services.
  - 2.3 Assist with planning the co-ordination of student course options.
  - 2.4 Maintain, publish and distribute course outlines and reading lists and assist with the editing of handbooks and the website.
  - 2.5 Support processes for academic advising and attendance monitoring.
  - 2.6 Deal effectively and efficiently with enquiries from staff, students and visitors.
- 3. Support the administration of teaching support processes**
- 3.1 Assist with the assessment and examination process in liaison with the convenors and other School support staff and the Student Progress and Assessment office, including supporting examination boards and external moderation.
  - 3.2 Provide support for quality assurance and student feedback activities.
  - 3.3 Where appropriate, support placement, field trips, sandwich years and other programme specific administration.
  - 3.4 Provide assistance to student support services in respect of student attendance monitoring processes.
- 4. Lead a team of Course Coordinators and Clerical Assistants**
- 4.1 Supervision of a team of Course Coordinators and Clerical Assistants including conducting induction, training and appraisals, with the support of the School Administrator on performance and disciplinary related matters.
  - 4.2 Lead on allocation of duties across the team in discussion with team members and with reference to agreed areas of responsibility, and delegate tasks to Clerical Assistants as appropriate.
  - 4.3 Lead communications within and on behalf of the team.
  - 4.4 Lead coordination and allocation of the team's resource to support any School or University-wide activities (for example Open Days).
  - 4.5 Lead on and allocate resource to key priorities for the School relating to the team's area of responsibility (for example faculty development around use of technology in teaching and learning).
  - 4.6 Maintain a high level overview of priorities for the team in the context of wider School and University planning; communicating these to the team and gathering and feeding in the team's input to wider documents and processes.
  - 4.7 Maintain an overview of all School budget lines relating to the activities supported by the team, and monitoring spend against these, discussing with the team on a regular basis and flagging up any areas of concern promptly to the School Administrator and Manager.



4.8 Maintain a detailed understanding of the range of responsibilities and areas of work within the team; attending Departmental, School and University meetings and events on behalf of the team, providing accurate information and presentations where required, and ensuring that all areas of the team's responsibilities are effectively represented.

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.

## 5. Person Specification for the post of Senior Course Coordinator

SKILLS / ABILITIES	Essential	Desirable
Ability to lead and motivate a close-working team in a busy and sometimes pressurised environment	X	
Ability to work proactively and reactively in order to monitor, prioritise and delegate a broad workflow	X	
Well-developed administrative and organisational skills with ability to identify and improve processes	X	
Competent IT skills including using databases and spreadsheets	X	
Working with accuracy with attention to detail	X	
Ability to explain regulations and procedures in a clear and concise manner	X	
Ability to deal effectively and to communicate well with people at a range of levels	X	
Ability to influence and persuade	X	

KNOWLEDGE	Essential	Desirable
Knowledge of working in an educational environment	X	
Knowledge and understanding of HE processes, course structures and assessment methods	X	
Knowledge of examination board and University regulations in regard to student progress and assessment		X



**EXPERIENCE**

	Essential	Desirable
Experience of working in an administrative role designing, implementing and ensuring team-wide practice of effective systems and processes	X	
Experience of supporting and servicing meetings	X	
Experience of supervising/coaching/motivating others		X
Experience of recruitment		X
Experiences of supporting quality assurance and examination matters		X

**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

	Essential	Desirable
Commitment to providing high levels of service to students and staff	X	
Commitment to contributing to effective team working	X	
Comfortable in a busy, changing work environment and can make a positive contribution to the change	X	
Approachable, professional, calm and discreet	X	
Flexible, resilient and quick-thinking when under pressure	X	
Willing to take on new projects and adapt workload to demand	X	
Able to build relationships with a variety of internal and external partners and establish rapport with other administrative staff, academic staff and students	X	
Ability to deal sensitively with anxious students	X	
Committed to professional and personal development	X	