1 Advertisement

Post Title: Curriculum and Assessment Officer (x2)
School/department: University of Sussex Business School
Hours: Full time. Requests for flexible working options may be considered (subject to business need).
Contract: Permanent
Reference: 21037
Salary: starting at £28,131 to £32,411 per annum, pro rata if part time
Placed on: 11 July 2023
Closing date: 25 July 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: As soon as possible

An exciting opportunity has arisen within the Business School for a Curriculum and Assessment Officer. As a key member of the Business School's professional services team, you will have a key role in our students’ academic journey. You will support key processes in upholding compliance and quality assurance throughout the School's portfolio in accordance with both internal & external regulatory bodies.

You will be responsible for providing guidance to key internal stakeholders, including senior colleagues and students and will be expected to develop an in-depth knowledge of University, School & external policies and regulations accordingly. You will also represent the school in your interactions with our Professional, Statutory and Regulatory Bodies, in relation to Business School Course Accreditations, so you must be confident liaising with a wide range of stakeholders both in writing and orally, exhibiting excellent customer service skills.

We are looking for a professional team member with a good eye for detail and strong administration skills, who is able to take the initiative and work effectively and calmly under pressure. You will have an aptitude for detailed work, problem solving and have excellent organisational skills. Your ability to prioritise and manage multiple projects will serve you well in this varied role. This is a fantastic opportunity to develop your management skills by supporting more junior team members and leading on key 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), 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 apply to purchase additional Annual Leave though 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
The School / Division
Please find further information regarding the school/division at https://www.sussex.ac.uk/business-school/

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:

The role is responsible for compliance within the remit of curriculum & assessment and more broadly, the general offer to students. The role maintains our regulatory obligations with external bodies and internal policy and offers advice and guidance to faculty and students across the School regarding the application of University policy & regulations plus the requirements of external professional bodies. It informs & supports 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.

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

PRINCIPAL ACCOUNTABILITIES

- 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.

- 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.
Develop and maintain effective relationships to engender confidence and trust, providing expert subject matter knowledge plus 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. Using knowledge and experience to solve more complex problems independently where possible and contributing to detailed investigations where formal complaints are received.

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, internal and external stakeholders, 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 relevant external regulatory bodies.

- Researching particular areas of enquiry to ensure appropriate advice is given and advising junior team members where necessary.

- 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 by providing relevant subject relevant information to inform decision making.

- Where required, deliver coaching and training to develop capabilities in line with required improvements.

- Supervise junior team members, conduct 1-2-1s and appraisals and escalate complex issues to your line manager.

- 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 relevant to Curriculum & Assessment 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 Curriculum & Assessment and wider Business School and University Professional Service teams

• 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 one of the Senior Curriculum & Assessment Officers and they are given clearly agreed responsibilities in specific areas. 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 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.

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. Good working knowledge of curriculum & assessment within the higher education sector

2. Excellent communication skills with the ability to simplify complex policy & regulation into clear and concise guidance, suitable for different audiences.

3. Experience using administrative systems in higher education.

4. Ability to work with large sets of numerical data and use it to inform decision making.
5. Committee servicing experience
6. Proven experience of ensuring accuracy when working with important data
7. A willingness to work flexibly when examinations require.

**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. Competent IT skills to effectively manager own workload – MS Suite.
7. Ability to provide elements of line management & pastoral welfare support to junior members of the team where necessary.

**DESIRABLE CRITERIA**

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