



## 1 Advertisement

**Post Title:** Senior Accreditation Administrator

**School/department:** University of Sussex Business School

**Hours:** Full-time hours considered up to a maximum of 1 FTE / 36.5 hours. Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** Permanent

**Reference:** 21185

**Salary:** starting at £28,759 to £32,982 per annum, pro rata if part-time

**Placed on:** 12 September 2023

**Closing date:** 25 September 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** 4<sup>th</sup> or 5<sup>th</sup> October 2023

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

Are you ready to embark on a remarkable journey where your skills and expertise will shape the future of our organisation? We are seeking a dynamic, driven, and passionate individual to step into the role of Senior Accreditation Administrator, ensuring excellence throughout our accreditation portfolio.

The University of Sussex Business School has EQUIS and AMBA accreditations, signifying that we have achieved rigorous international standards of excellence in business education. As we work towards AACSB accreditation and progress on our journey towards achieving triple crown status, we are expanding our team with the creation of this new post. Triple crown accreditation is a hallmark of exceptional business education and global recognition, which is held by only 1% of business schools around the world.

In addition to these accreditations, the Senior Accreditation Administrator will support the organisation's efforts to improve its standing in international rankings. The role requires a strong focus on data management, attention to detail, and a commitment to advancing the school's reputation through rankings, activities and responsible educational practices, such as PRME and Athena Swan.

You'll be at the helm of streamlining the accreditation procedures, driving efficiency, and implementing best practices to make sure we stay ahead in a rapidly evolving industry. As the Senior Accreditation Administrator, you'll be encouraged to think creatively, challenge the status quo, and explore innovative approaches to improve our processes continually.

If you are ready to join us on our journey towards achieving Triple Crown status, then please apply now!

Please contact the Accreditation Manager for informal enquiries - Frankie Marks-Dennis ([francesca.dennis@sussex.ac.uk](mailto:francesca.dennis@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.*

**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 <https://www.sussex.ac.uk/business-school/>

## 3. Job Description

Job Description for the post of: Senior Accreditation Administrator

<b>Department:</b>	Professional Services
<b>Section/Unit/School:</b>	University of Sussex Business School
<b>Location:</b>	Jubilee Building / Hybrid
<b>Grade:</b>	5
<b>Responsible to:</b>	Accreditation Manager
<b>Responsible for:</b>	N/a

### Role description:

The postholder will have general responsibility for the administration and coordination of the Accreditation Team and all activities within its portfolio. The Senior Accreditation Administrator will be responsible for reviewing reports and documentation, managing the database, servicing committees, purchasing, logistics and general clerical assistance. The postholder will have a more detailed level of knowledge and experience in Business School Accreditations and Rankings.

### PRINCIPAL ACCOUNTABILITIES

1. Assist with the preparation and submission of applications, reports and documentation, ensuring accuracy and completeness.
2. Arrange the logistics required for an accreditation visit, ensuring a smooth and organised process.
3. Manage the Accreditation database, maintaining database integrity through regular reviews, ensuring accurate and up-to-date data entry.
4. Service internal and external committee meetings, including the School Advisory Board, by preparing comprehensive agendas, producing accurate minutes, booking appropriate meeting rooms, and facilitating catering and travel arrangements as required.
6. Provide clerical support to school staff and officers, using knowledge and experience to solve more complex problems directly where possible.
7. Within clear parameters to take responsibility for specific projects or areas of work.

## KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, support colleagues in their work and act as point of contact in the administration office for students, staff, visitors and external enquiries. Respond to general enquiries interpreting university and external regulations as appropriate, considering implications of problems and referring to others as appropriate, more complex issues or ones that are outside of normal practice.
- Assist in producing and maintaining a number of sources of information on the website and in publications. Collaborate with internal stakeholders, faculty, and staff to gather necessary data and evidence for accreditation purposes.
- Make administrative arrangements for training, events and conferences including room booking, catering, travel and accommodation arrangements for staff.
- Arrange and assist with training sessions for faculty and staff on accreditation-related topics and best practices.
- Follow administrative procedures, write new office procedures and set up new office systems. Contribute ideas and suggestions for improvements to work practices and methods.
- Organise mailings for communication, training, and events, maintain mailing lists.
- Compile agendas and draft minutes for team meetings.
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables.
- Ensure meticulous maintenance and organisation of digital files, guaranteeing easy accessibility, security, and efficient retrieval of documents and data.
- Stay updated with changes in accreditation criteria and regulations, ensuring ongoing compliance and readiness for accreditation reviews.
- Act as a subject matter expert on accreditation matters, providing guidance and support to faculty, staff, and leadership teams.
- Foster a culture of continuous improvement and quality assurance throughout the business school community.
- Raise purchase orders and arrange payment of invoices on the Finance System for the full accreditation portfolio.
- 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 line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Accreditation Manager, 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.

#### **4. Person Specification**

##### **ESSENTIAL CRITERIA**

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities, ability to handle multiple tasks and prioritise effectively, and to support colleagues with theirs.
3. Effective oral and written communications skills to work with colleagues and customers providing information, explanations and interpretation where needed, responding to questions and queries.
4. Ability to work flexibly within a team, collaborate with different departments and individuals, and also on own initiative, as well as a willingness to work flexibly as needed and to tight deadlines, particularly around accreditation visits.
5. Competent IT skills to effectively manage own workload – MS Suite. Proficiency in using different software, databases and other technology tools and a quick aptitude for learning new systems.
6. Ability to assess problems effectively and make standard minor impact decisions autonomously to solve issues.

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

1. Attention to Detail: A meticulous approach to data analysis and documentation, ensuring accuracy and precision in all accreditation-related materials, reports and databases.
2. Relationship Management: Strong interpersonal skills to build and maintain positive relationships with accrediting bodies, stakeholders, and external partners.
3. Time Management: Efficient time management abilities to meet deadlines and keep the accreditation process on track.
4. Adaptability: Willingness to adapt to changing accreditation requirements and organisational needs, staying agile and responsive to new challenges
5. Continuous Improvement Mindset: Demonstrated commitment to driving continuous improvement in accreditation processes, standards, and overall quality.

6. Conflict Resolution: Strong problem-solving and conflict resolution skills to address any accreditation-related challenges that may arise.
7. Confidentiality and Integrity: Demonstrated trustworthiness in handling sensitive accreditation information and maintaining confidentiality.
8. Crisis Management: Ability to handle unexpected challenges or crises during the accreditation process with composure and resourcefulness.

#### **DESIRABLE CRITERIA**

1. Relevant experience in a similar role. Familiarity with relevant accreditation standards, guidelines and regulations.
2. Relevant experience working in a university or similar environment.