



## 1 Advertisement

**Post Title:** Curriculum and Assessment Officer

**School/department:** Life Sciences

**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).

**Contract:** one year maternity cover, expected end 31 May 2023

**Reference:** 8577

**Salary:** Starting at £26,341 to £30,497 per annum, pro rata if part time

**Placed on:** 13 May 2022

**Closing date:** 07 June 2022 Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

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

The School of Life Sciences is looking to appoint a dynamic and self-driven Curriculum and Assessment Officer with excellent organisational, administrative and communication skills and a can-do attitude.

The successful candidate will be proficient in troubleshooting and resolving complex problems in a logical, methodical manner, able to manage their own workload while enjoying contributing as part of a highly motivated team.

Previous experience of managing administrative systems in higher education, organising examinations, committee servicing and producing documents or reports is essential.

Please contact Amy Horwood ([A.Horwood@sussex.ac.uk](mailto:A.Horwood@sussex.ac.uk)) for informal enquiries.

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 School / Division

The [School of Life Sciences](#) has a mission statement *to enhance human health and environmental sustainability, through research, education and knowledge exchange*. It undertakes research, teaching and engagement across a wide range of the Life Sciences, from Chemistry to Conservation Biology. The breadth and depth of cutting-edge research and innovative teaching practice requires a diverse community who work across boundaries to deliver excellence.

The School is the largest in the University in terms of research activity, with an annual research income of £16m, and is one of the largest in terms of student and staff population: The School has a teaching and research faculty of around 100, over 200 research fellows and technicians, and an administrative team of around 25. We aim to develop scientists that are able to connect with global issues and develop innovative solutions to the challenges that face the planet.

The School is committed to the [University's core values](#) of kindness, integrity, inclusion, collaboration and courage. The Equality, Diversity and Inclusion Committee (with representation on the School Management Committee) promotes and encourages our values across the School, [championing initiatives](#) that meet the [University's goals](#) of being Equal, Diverse, Accessible and Flexible. We currently hold an Athena SWAN Silver Award and have a BAME Awarding Gap Committee who closely liaise with the University's Race Equality Charter committee. The School also hosts a wellbeing room and a multi-faith prayer room within its estate. We believe that equality, diversity and inclusion is everyone's business and aim to provide a friendly and supportive environment for all who work, study and visit the School of Life Sciences.

## 2. Job Description

**Job Description for the post of:** Curriculum and Assessment Officer

<b>Department:</b>	n/a
<b>School:</b>	Life Sciences
<b>Location:</b>	Hybrid based between home and JMS Building
<b>Grade:</b>	5
<b>Responsible to:</b>	Deputy School Administrator
<b>Responsible for:</b>	N/A

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

To co-ordinate and provide administrative support for the School's curriculum, quality assurance and enhancement, and student assessment and progress processes. Working to support the Director of Teaching and Learning and other senior staff within the School on defining appropriate systems for management of examinations and assessments.

### **Key Responsibilities:**

#### **1 Support curriculum and portfolio development**

- 1.1 To provide administrative support for curriculum development and change to the Director of Teaching and Learning, course convenors and module convenors, in accordance with University policy and procedures
- 1.2 To arrange and support relevant meetings, including acting as Secretary to School Education Committee, involving liaison with the relevant Chair to draw up agendas, the collation and circulation of papers, minuting the meeting and taking the necessary follow-up actions including the preparation of reports for Professional Service Team colleagues and central University committees
- 1.3 To support course and module convenors in developing curriculum proposals
- 1.4 To manage and maintain to a high degree of accuracy the module and course database and associated documentation including maintaining syllabus rules, in liaison with colleagues
- 1.5 To coordinate arrangements for student option and elective choice across Schools
- 1.6 To coordinate and process transfers and other variations of study requests
- 1.7 To coordinate student temporary withdrawal processes within the School and provide guidance to Examination Boards on decisions regarding return to study
- 1.8 To attend liaison meetings with ADQE as required, including the Quality Forum
- 1.9 To provide support for internal and external audits and reviews, including validation, periodic review and accreditations

#### **2 Support quality assurance and enhancement**

- 2.1 To provide advice and guidance on processes to the Director of Teaching and Learning, course convenors and module convenors
- 2.2 To support processes for annual monitoring at School level, in liaison with the Director of Teaching and Learning
- 2.3 To coordinate action planning and follow up of quality assurance outcomes, as directed by the Director of Teaching and Learning
- 2.4 To support School processes for collecting student feedback and reporting to Boards of Study and School Education Committees

### 3 Academic standards

- 3.1 In liaison with the ADQE Office and School Administrator, coordinate arrangements for School Examination Boards
- 3.2 To support relevant Examination Boards, including providing advice on processes to the
- 3.3 To deal with queries from staff and students regarding assessment regulations and outcomes
- 3.4 Liaison with internal and external examiners
- 3.5 To maintain accurate records of exam board outcomes and to liaise with other units as appropriate, in partnership with colleagues in SSRO and AQDE Office

### 4 Other responsibilities

- 4.1 To provide administrative support for academic misconduct and appeals processes
- 4.2 To contribute to the work of the School's administration team

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.

## 6. Person Specification for the post of Curriculum and Assessment Officer

### SKILLS / ABILITIES

	Essential	Desirable
Ability to deal effectively and to communicate well with People	YES	
Ability to work effectively to deadlines while under Pressure	YES	
Good ICT skills, including using databases	YES	
High degree of accuracy and attention to detail	YES	
Ability to explain regulations and procedures in a clear and concise manner	YES	
Ability to plan own workload	YES	

### KNOWLEDGE

	Essential	Desirable
Knowledge of working in HE environment		YES
Knowledge of module and course structures and assessment methods within an HE context		YES
Knowledge of examination board and University regulations in regard to student progress and Assessment		YES

### EXPERIENCE

	Essential	Desirable
Experience of administrative and clerical systems	YES	
Experience of supporting and servicing meetings	YES	
Experience of quality assurance and examinations matters	YES	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	<b>Essential</b>	<b>Desirable</b>
Commitment to providing high levels of service to students and staff	YES	
Commitment to team working	YES	
Commitment to staff development		YES
Ability to deal sensitively with anxious students	YES	