



1. Advertisement

Post Title: Academic Regulations Officer

School/department: Division for the Student Experience/Academic 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).

Contract: Permanent

Reference: 8833

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

Placed on: 07 July 2022

Closing date: 27 July 2022. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: As soon as possible

An opportunity has arisen for an Academic Regulations Officer to join the Student Administration team at the University of Sussex. We are seeking a highly motivated individual who has experience of working in a regulatory role, who enjoys developing a detailed understanding of the regulations and can confidently provide specialist advice and guidance to stakeholders across the University on their application. As part of the Student Administration team the postholder will work with the Academic Regulations Manager supporting the development, implementation and on-going enhancement of the University's regulatory framework and the associated policies and procedures.

For an informal discussion please contact Denise Cooper (D.S.Cooper@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.

2. The Division

The Division for the Student Experience provides a range of administrative, academic and support services focused on improving the student experience, both directly to students and also to colleagues in Schools and Departments. Our services include:

- Academic quality and curriculum development and oversight of the University's UK collaborative provision
- Support to key University Committee's including the Education Committee
- Development of academic policy and procedures, including assessment regulations
- Student registration and ongoing maintenance of student records

- The management of student progress and assessment including the organisation of all formal examinations for UG, PGT and PGR students
- The management of student complaints and appeals and compliance with UKVI regulations related to students.
- Student engagement and enhancement including initiatives which form a key platform of our Access and Participation Plan
- Educational enhancement including technology enhanced learning and online distance learning
- Statutory data returns including HESA
- Student advice and guidance including disability, money and international students
- The provision of wellbeing and therapeutic support to students including those in our residences
- Careers, employability and entrepreneurship
- Timetabling of teaching and management of room bookings
- The University Chaplaincy
- The Sussex Regional ACCESS Centre

3. Job Description

Job Title:	Academic Regulations Officer
Grade:	5
School/Division:	Student Experience/Academic Services/Student Administration
Location:	Bramber House
Responsible to:	Academic Regulations Manager
Direct reports:	N/A
Key contacts:	PVC Education & Students Chair Examination and Assessment Sub-Committee Chairs of Examination Boards External Examiners Academic and Professional Services staff in schools Academic Misconduct Officer

Role description:

To support the development, implementation and on-going enhancement of the University's academic regulatory framework and the associated policies and procedures. To provide professional administrative support and advice to Schools on the application of the academic regulations and the associated policies that underpin them.

PRINCIPAL ACCOUNTABILITIES

- 1. Support the Academic Regulations Manager in the ongoing management of the University's academic regulations.**
- 2. Provide high-level advice and guidance and interpretation of the University's academic regulatory framework.**

3. **Support the administration of the Academic Misconduct processes.**
4. **Support the on-going development and operational implementation of the University's academic regulations.**
5. **To undertake research and analysis and to draft reports as required.**
6. **Undertake appropriate training to support personal and professional development.**
7. **Undertake other projects and duties as required from time-to-time commensurate with the grade.**

KEY RESPONSIBILITIES

1. **Support the Academic Regulations Manager in the ongoing management of the University's academic regulations.**
 - 1.1 Act as clerk to the Examination and Assessment Regulations Sub-Committee, working with the Academic Regulations Manager to ensure the smooth running of the committee through the circulation of paper, minutes and assisting with the monitoring of follow-up actions.
 - 1.2 Contribute to the preparation of University wide Annual Reports relating to the regulatory framework and its application as directed by the Academic Regulations Manager.
2. **Provide high-level advice and guidance and interpretation of the University's academic regulatory framework.**
 - 2.1 Provide high level advice and guidance on the application of the University's academic regulatory framework.
 - 2.2 Provide high level advice and guidance to Assessment Boards and Academic Misconduct panels as required.
 - 2.3 Support the provision of guidance and training related to the operation application of the academic regulatory framework including that to external examiners.
 - 2.4 To work as directed to establish and maintain information on the internal and external University's website; ensuring information is accurate, concise and provided in a timely manner to comply with agreed schedules and format.
 - 2.5 Support the organisation of regular meetings of Division and School based professional services staff to ensure sharing of good practice and the development of a consistent approach and application across schools.
3. **Support the administration of the Academic Misconduct processes.**
 - 3.1 To provide additional support, as directed by the Academic Regulations Manager, to the administration of the University's academic misconduct processes.
4. **Support the on-going development and operational implementation of the University's academic regulations.**

- 4.1 Support the Academic Regulations Manager in their role concerning the ongoing development and enhancement of the academic regulations and associated policies and procedures to ensure they continue to be fit for purpose.
- 4.2 To manage information and business systems to support the work of the Academic Regulations team; to improve service delivery to colleagues in Schools and other professional services and to lead developments and improvements in these areas as required.
- 5. To undertake research and analysis and to the preparation of reports as required.**
- 5.1 To undertake research and analysis (both internal and external) to support the development and ongoing enhancement of the University's academic regulations.
- 5.2 To contribute to the preparation of reports, as required, based on internal data, research findings, revised and new policies and procedures.
- 6. Undertake appropriate training to support personal and professional development.**
- 6.1 To take personal responsibility for continuing professional development and to ensure appropriate engagement in national networks as required.
- 7. Undertake other projects and duties as required from time-to-time commensurate with the grade.**

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

- A graduate level qualification or equivalent experience
- Experience of developing systems and business processes to improve service delivery
- Excellent interpersonal and customer service skills, diplomacy and persuasiveness
- Good inter-personal and communication skills with the ability to build and maintain effective collaborative professional relationships with individuals at all levels.
- Excellent oral and written communication skills, the ability to write to a high standard of accuracy and detail.
- The ability to confidently express points to colleagues at all levels
- Good IT skills
- The ability to take the initiative and be proactive

- The ability to prioritise tasks and to meet deadlines
- Demonstrable service orientation together with a 'client/customer' focus.
- A demonstrable commitment to personal and professional development and a willingness to learn new skills and to keep abreast of developments in the sector, as relevant to the post.

ESSENTIAL ROLE-SPECIFIC CRITERIA

- Demonstrable experience in a regulatory role in an HE setting.
- A good understanding of current policy and climate in HE along with an understanding of the regulatory issues and current challenges relevant to HE.