



## 1 Advertisement

### Post Title: Curriculum and Assessment Officer

**School/department:** University of Sussex Business School, Professional Services

**Hours:** Full time hours considered up to a maximum of 36.5 hours. Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 6220

**Salary:** Starting at £25,941 to £ 30,046 per annum, pro rata if part time.

**Placed on:** 06 July 2021

**Closing date:** 26 July 2021 . 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.**

We are seeking an experienced and professional administrator to work in the Curriculum and Assessment team. They should be a team player with excellent communication skills. This role includes line management of one or more members of staff; therefore, some experience of line management would be desirable. We are seeking an individual who exhibits initiative, a can-do attitude and an aptitude for leadership. The post-holder will support key processes in the remit of quality assurance for the school, working closely with the Professional Services Team, and supporting the work of the Senior Quality and Enhancement Officer, the School's Director of Teaching and Learning and the Associate Dean (Education and Students).

Please contact Jasmine Gooch, [j.gooch@sussex.ac.uk](mailto:j.gooch@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 University of Sussex Business School**

Please find further information regarding the school/division at <https://www.sussex.ac.uk/business-school/>

## **3. Job Description for the post of Curriculum and Assessment Officer**

<b>Department:</b>	Professional Services
<b>School:</b>	University of Sussex Business School
<b>Location:</b>	Jubilee Building/Working-from-home (subject to changes – applicable during time of Covid-19)
<b>Grade:</b>	5
<b>Responsible to:</b>	Senior Quality and Enhancement Officer
<b>Responsible for:</b>	At least one member of staff

## **4. Person Specification**

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

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

### **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 directors and module convenors, in accordance with University policy and procedures
- 1.2 To arrange and support relevant meetings, including acting as Secretary to the 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 directors 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 Teaching and Learning Committees

## **3 Academic standards**

- 3.1 In liaison with the ADQE Office and Senior Quality and Enhancement Officer, coordinate arrangements for School Examination Boards
- 3.2 To support relevant Examination Boards, including providing advice on processes to the Chair and members, and supporting the Chair in following up outcomes
- 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 SPA 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.

**5. Person Specification**

<b>SKILLS/ABILITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
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	

<b>KNOWLEDGE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Knowledge of working in a HE 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	
Experiences of 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	