

## Job Description

### General Details

Job title:	Quality Administrator (ADU17/04)
Faculty/Service:	Academic Development Unit
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, working 37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	February 2017

### Job Purpose

To provide administrative support for the University's quality assurance and enhancement activities.

### Relationships

Reporting to:	Director of Quality Enhancement and Standards (ADU)
Responsible for:	N/A

### Main Activities

- To provide administrative support for quality assurance across schools in support of the Quality Administrative Officer roles.
- To enable Blackboard presences via updating Blackboard Management Tool records and associated module availability on SITs as required.
- To provide administrative support for School and University Quality meetings are required.
- Working with the School Quality Administrative Officers, to co-ordinate and process the following items through the appropriate committees: new/amended/withdrawn modules; new/amended/withdrawn courses; external examiner business; partner staff approval forms; Programme Advisor reports; and any other quality documents as determined.
- To liaise with relevant academic staff regarding the recruitment of external examiners for courses and modules.
- Responsible for the co-ordination and processing of new external examiner appointments and reallocation of duties through the school approval processes and submission for University approval.
- Responsible for the verification of external examiner fee and expenses claims and liaison with payroll for external examiner payments.
- To assist with the circulation of external examiner reports to relevant staff.
- To assist in the preparation and collation of relevant documentation to support School provision with respect to quality reviews and approval events.
- To provide support for the process of annual monitoring for the School.
- To carry out Right to Work checks for external examiners and external panel members as required.
- To undertake any other duties as determined by the Director of Quality Enhancement and Standards.

- To identify and report any health and safety issues in the relevant work areas, ensuring compliance with health and safety legislation and University policies and procedures.

### Special Conditions

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Jane Hoar; Director of Quality Enhancement and Standards – [jane.hoar@staffs.ac.uk](mailto:jane.hoar@staffs.ac.uk)

### Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

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The closing date is midnight on 3 April 2017.

For information, interviews are likely to be held on 3 or 4 May 2017.

## Person Specification

**Job Title:** Quality Administrator

**School/Service:** Academic Development Unit



*The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Educated to A level standard or with equivalent experience	E	A
2	Experience of working as an administrator in an HE environment, with an understanding of quality issues as they influence University and School courses	E	A/I
3	High standard of literacy with the ability to draft correspondence and minutes of meetings	E	A/I
4	Experience of working in accordance with high service standards with evidence of anticipating problems, using initiative, improving standards and developing innovative customer solutions	E	A/I
5	Evidence of flexibility, the ability to organise a significant workload whilst balancing competing priorities and producing work to a high standard by agreed deadlines	E	A/I
6	Ability to work across teams/schools and to build productive relationships with these	E	I
7	Good written and verbal communication skills with the ability to convey complex information in simple and straightforward terms to students and staff	E	A/I
8	Evidence of progressive professional development	E	A
9	Excellent IT skills, with comprehensive knowledge of Microsoft Office packages	E	A/I
10	Effective and committed team player, able to work successfully with others and to build positive working relationships	E	A/I
11	Evidence of delivering positive customer service to key stakeholders	E	A/I

**\*Key**

**[A]** Application form

**[I]** Interview

To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'

To be assessed during the interview process including selection tests or presentation, as appropriate