

## Job Description

### General Details

Job title:	Assessment and Awards Manager
School/Service:	Registry Operations
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	Full-time
Grade/Salary:	Grade 7
Date Prepared:	January 2020

### Job Purpose

- To lead and manage the University's processes for student assessment, academic progress and award, through the co-ordination of activities undertaken across the Registry, schools and academic departments and through reference to the University's academic regulations and procedures.
- The role promotes the highest standards of academic integrity, regulatory compliance, accuracy in student data and efficient administrative processes. The role-holder will be expected to act as the main point of contact for academic and professional services staff for all matters concerning student assessment and awards.
- The role-holder will be expected to operate across the University, seeking to improve processes and services for students and staff and to uphold the academic standards of the University and adjust processes in the light of organisational change.
- The role-holder will be responsible for line management of the Assessment and Awards team of in the Registry, and a wider group of staff, drawn from other areas, during peak times.

### Relationships

Reporting to:	Head of Registry Operations
Responsible for:	Assessment & Awards Team

### Main Activities

- To lead and manage the operation of assessment and award activities for the institution.
- To lead and manage the Award ceremonies of the University taking full operational control of planning and delivery working with other teams to ensure the ceremonies achieve outstanding service for graduates and their guests.

- c) To manage the budgets for the award ceremonies ensuring they meet expectations of value for money and within agreed constraints
- d) To manage the accurate recording of student results and awards on the student records system(s) ensuring the production of accurate reports to assessment boards and results to students
- e) To plan and organise the schedule of assessment boards and manage the provision of a high standard of board servicing and support
- f) To ensure the accurate production and issue of award certificates to students and collaborative partners and the provision of replacement certificates and award verifications in accordance with university policy and procedure
- g) To develop and manage the university assessment calendar
- h) To prepare and analyse statistical and other data
- i) To work with the Collaborative Academic Partnership team and the SITS Manager to enhance the assessment support to collaborative partners
- j) To provide accurate information and advice on University policies, regulations and processes relating to assessment
- k) To manage service standards and compliance with University policy and practice, working across sites as required and on occasion to work in the evening, at weekends and possibly overseas.
- l) To provide effective training to academic and services staff on Assessment and Awards processes
- m) The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- n) To undertake any other duties as may be reasonably requested.

### Special Conditions

The post holder will be required to travel within the UK as part of their role and may be required to travel overseas.

The post holder may also be required to work outside normal working hours from time to time. The University will endeavour to give as much notice as is practicable regarding these requirements.

### 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).