

Job Description

Job title	Academic Development & SCOLPP Support Officer
School/Service	Academic Quality Development Directorate Staffordshire University Centre of Learning and Pedagogical Practice (SCoLPP)
Normal Workbase	Stoke Campus
Tenure	Permanent
Grade/Salary	Grade 5
FTE	37 hours per week/ 1.0 FTE
Date prepared	April 2022

Job Purpose

Working across the two areas of the Academic Quality Development Directorate and Staffordshire University Centre of Learning and Pedagogical Practice (SCoLPP) the role holder will provide professional support services for these two areas which will include;

- Event management and organisation
- Project Management and monitoring
- Communication strategy organisation and implementation
- Financial tracking and support for budget holders
- Providing executive support for meetings and facilitating working groups.
- Administrative support for the SMT of ADQ and Directors of SCoLPP

Any other duties commensurate with the role and grade which support the smooth and effective organisation and running of ADU and SCoLPP.

Relationships

Reporting to:	Head of Academic Development
Responsible for:	No line management responsibility

Main Activities

The Academic Quality Development Directorate brings together a set of 5 teams, which are focused on enhancing and supporting the quality of learning and teaching across the university. SCoLPP strives to develop evidence-informed pedagogic practice in a collegial manner, which connects learning and teaching to enhanced social mobility. The Directorate also includes the Student and Graduate Careers and Employability team, which may also require additional support from time to time.

Key areas of activity this role will participate in and examples of work include;

- **Event management and organisation**
 - Planning and developing events, at the direction of AQD and SCoLPP leadership, scheduling of training and events both online and in person.
 - Maintaining records of training attendance, and data entry of this into university systems are required.
 - Managing generic inboxes, to provide frontline support to requests for information and advice, referring this on to colleagues in AQD/SCoLPP.
 - Support the maintenance and updating of the AQD/SCoLPP intranet service, ensuring resources are up to date, accurate and updated according to the AQD/SCoLPP comms plans.

- **Project Management and monitoring**
 - To provide project management support for AQD and SCoLPP senior staff as needed to support either the delivery of key projects or core functions of these two teams.
 - Developing and maintaining project tracking and milestone monitoring tools ensuring these are regular updated by staff to help leadership maintain oversight of the holistic picture of work in AQD/SCoLPP.
 - Monitor and maintaining ADAQDQ/SCoLPP calendars of activity ensuring that staff are clear about who 'owns' areas of activity and that these are supported and coordinated to completion in line with milestones.

- **Communication strategy organisation and implementation**
 - Support the development and implementation of communications plans for AQD and SCoLPP
 - Updating the AQD/SCoLPP website with content and ensuring that the website is maintained and up to date in line with comms plan standard operating procedures.
 - Supporting the collation development and dissemination of AQD/SCoLPP annual reports
 - Management of Social media accounts – and supporting and developing new tools and mechanism of communication, such as Blogs, Live Tweeting, Podcast and broadcasting events to raise the profile internally and externally of AQD/SCoLPP

- **Financial tracking and support for budget holders**
 - To be a purchase card holder, and to raise purchase orders on behalf of the leadership teams for AQD and SCoLPP, developing appropriate administrative systems and maintaining these to track purchasing.
 - To monitor budget activity and expenditure, and provide reports to the senior leadership of AQD/SCoLPP
 - Support budget holders to report on their work and expenditure, such as completing returns to external bodies on project expenditure.
 - Liaise with finance and reconcile financial records

- **Providing executive support for meetings and facilitating working groups.**

Following the direction of AQD/SCoLPP senior leadership the role holder will follow and implement processes and procedures, which could include:

- Maintaining the standards of committee documents, supporting and scheduling the committee calendar, tracking the review of policies and committee structures (such as terms of reference) within AQD/SCoLPP.
- Minuting and providing secretariat as required, to working groups/SMT meetings and project committees
- Minuting and providing secretariat to any other ad hoc or new and emerging committee/group work commensurate with the role.

- Being the facilitating officer for workshops and events within AQD/SCoLPP or their sub areas to build capacity when needed, such as Course Design Sprints – our process for the development and validation of new and revalidated courses.
- **Administrative support for the AQD SMT and Directors of AQD and SCoLPP**
 - To be the main point of contact for management and carry out key SCoLPP/AQD functions such as sickness absence reporting.
 - Booking travel and accommodation for staff in line with needs and university guidelines.
 - Being a diary organisational contact for the SMT of AQD and Directors of AQD and SCoLPP.
 - Any other duties commensurate with the grade and supporting operational effectiveness.
- 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
- To undertake other such responsibilities as may reasonably be required

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be by car. This will include potential travel to London and Stafford to deliver relevant services at these locations.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer 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

You will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:
Dr Samuel Dent – Samuel.Dent@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.

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.