

# ual:

Job description and person specification

# Programme Administrator

# Job description

<b>Job title</b>	Programme Administrator
<b>College/Service</b>	Professional Service Operations
<b>Department/Team</b>	Academic Registry
<b>Accountable to</b>	Programme Administration Manager
<b>Contract</b>	Permanent
<b>Term</b>	35 hours per week, 52 weeks per year
<b>Grade</b>	Grade 3
<b>Salary</b>	£33,961 - £40,627 per annum
<b>Location</b>	UAL - Various sites, London UK
<b>Job Family</b>	Professional and Administrative
<b>HERA Reference</b>	000177

## Purpose of the role

To provide proactive, full and comprehensive administrative support and record maintenance for a specified portfolio of courses, in accordance with the procedures and regulations of UAL.

The role holder will be expected to contribute to the overall effective service delivery of providing information and support to ensure a high-quality student experience through the delivery of College Academic Registry service provided to academics and students in accordance with agreed standards.

## Key duties and responsibilities

Provide administrative support within the agreed timescales and service level agreements, providing administrative support as required, including but not limited to the following:

- Responding to student queries and on course enquiries
- Maintaining accurate student records, including the processing of Withdrawals, Transfers, Year Out, Partial Year Out requests and Extenuating Circumstances claims, archiving and records management
- The monitoring of student attendance, including awareness of statutory requirements including Supporting student tutorial planning and recording/manual changes to attendance
- Overseeing online assessment submission, administration of student feedback process, entering and checking of student assessment results onto the system, the

preparation of relevant documentation for and clerking of examination boards, sub boards and unit assessments and communicating results to students in accordance with UAL procedures

- Full servicing and clerking of formal committees including the monitoring and chasing of actions
- Providing administrative support for the appointment and ongoing management of External Examiners, including liaison, responding to their queries and providing information as appropriate
- Supporting academic staff and students with the interpretation of University, College and School requirements in respect of Academic Registry regulations and procedures, communicating regulations and policy to them clearly and confidently
- Providing administrative support for degree shows and study abroad trips
- To support and be involved in the college enrolment sessions in accordance with UAL procedures
- In partnership with Quality Assurance teams advise academic staff on quality assurance and enhancement matters including the timely collation and production of handbooks
- To collaborate with Course leaders and timetabling team to support the smooth scheduling of courses
- Providing a seamless and excellent customer service to staff and students and in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University. Working flexibly and provide cover for colleagues to meet variations, peaks and troughs in workloads. This may require working temporarily at another site during these times

### **Key working relationships**

- Programme Directors
- Course Leaders
- Quality Assurance Team
- Disability Service
- University Academic Registry Teams
- Timetabling Team
- Associate Deans

## General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.
- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites and internationally as necessary.

# Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

## **Experience, knowledge and qualifications**

- Educated to A-level or equivalent relevant experience.
- Significant demonstrable administrative experience, preferably within Higher / Further Education. As well as experience of servicing formal meetings including clerking and minute writing, with an understanding of UAL policies relating to this.
- Experience of using a range of databases and Microsoft Office applications to a high standard.

## **Communication skills**

- Communicates effectively orally, in writing and/or using visual media.
- Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work.

## **Planning and managing resources**

- Plans, prioritises and organises work to achieve objectives on time.

## **Teamwork**

- Works collaboratively in a team or with different professional groups, ensuring the principles of equality, diversity and inclusion are upheld.

## **Student experience or customer service**

- Provides a positive and responsive student or customer service.
- Is unfazed by demanding customers and always works in a professional manner.

## **Creativity, innovation and problem-solving**

- Uses initiative or creativity to resolve problems and is prepared and able to offer solutions independently, only referring to manager if issue is complex or requires a decision outside of level of responsibility.