

ual:

Job description and person specification

Administrator

Job description

Job title	Administrator
College/Service	Professional Service Operations
Department/Team	Assessment and Quality
Accountable to	Policy Developer (Assessment and Quality)
Contract	Permanent
Term	35 hours per week, 52 weeks per year
Grade	Grade 3
Salary	£34,436 - £41,196 per annum
Location	Hybrid – UAL High Holborn/Home
HERA Reference	

Purpose of the role

To provide general administrative support to the operation of the assessment and quality processes of the University plus personal assistant and administrative support to the Academic Registrar.

Key duties and responsibilities

- To act as the first line helpdesk for Assessment and Quality procedures and building up sufficient knowledge of procedures to be able to answer basic queries, taking into account what best to communicate and how best to convey this information to others.
- To support the External Examiner process by entering records and maintain the external examiners database as directed by staff in Academic Registry, processing payments to external examiners (and external advisors), logging reports and helping read, analyse and summarise EE reports, highlighting to senior staff where major issues have been raised that may be of concern to the college and University.
- To support the Policy Developer (Assessment and Quality) with the review and development of assessment and quality policy and process such as undertaking sector research and analysis, supporting working group meetings and producing memos and making amendments to reports as directed including drafting of correspondence where necessary.
- To provide personal assistant support to the Academic Registrar, including arranging meetings, collating and bringing forward papers, arranging rooms and refreshments for meetings. This will involve contact with senior staff up to and including the Vice Chancellor and the handling of personal and confidential information.

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- To provide finance administration support for Academic Registry, working with the Academic Registrar on purchasing against general budgets and raising invoices.
- To assist in the maintenance of the internal and external Academic Registry web presence including both uploading information written by others and writing own text following general instruction from others; and support the operation of the University Curriculum Management System (Akari).
- To support the operation of University academic committees including organising meetings, minute taking and preparation of agenda items and provide support for ad hoc meetings or working groups.
- To undertake event management of Assessment and Quality staff development, away days and other events of this nature including finding venues, catering and practical arrangements, and event design in liaison with members of the Academic Registry SMT.
- To undertake organisational work for Assessment and Quality on matters such as liaison with IT on equipment problems or purchasing, arranging interviews or any other matter as directed.
- As a member of staff in Academic Registry you may be asked to assist in other areas of the department's work in order to maintain required levels of service during University-wide Registry activities such as Graduation and Enrolment. This may require working temporarily at another site during these events.

Key working relationships

- Academic Registrar
- Head of Assessment and Quality
- Deputy Head of Assessment and Quality
- Policy Developer Assessment and Quality
- Members of the central and college Quality Teams.
- Section Heads

Academic Registry Staff 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, Review and Appraisal (PRA) 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.

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.
- Has relevant experience in administration including basic finance administration and demonstrable record of being self-motivated.
- Experience of high levels of written communication skills e.g. writing, drafting, and note-taking with ability to deliver outputs with high levels of accuracy and attention to detail.

Communication skills

- Communicates effectively orally, in writing and/or using visual media.

Research, teaching and learning or Professional practice

- Assists with the delivery of basic training or briefings to support understanding or learning.

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.

Creativity, innovation and problem-solving

- Uses initiative or creativity to resolve problems.