

Job Description

Job title Collaborative Provision Administrator

Faculty/Directorate Registry Services

Grade: D

Role profile: SMD2

Full time

Permanent

	Duties of the role
Overall purpose of the role	The post holder will provide a professional administrative support service to a number of partnership programmes. They will have particular responsibility for a suite of programmes or for a designated partner administering all aspects of the student journey. The post holder will liaise closely with partner institutions and create and maintain positive communications and relationships.
Main duties and responsibilities	<p>Student Records & Data</p> <p>Ensure that the University maintains accurate and up to date records for all partner students, including the entry of registration and assessment data by the university's deadlines.</p> <p>Undertake Data Quality checks, and correct data as outlined in the Data Quality schedule.</p> <p>In liaison with partners and the curriculum team support the correct entry and maintenance of curriculum records on the student record system</p> <p>Support partner institutions, employers and students with the admissions and registration process. Assist with the upload of admissions data to allow for on-line registration and assist with preparations for registration and re-registration. This may include the provision of information on registration to new and returning students.</p> <p>Advise students in person, by telephone or by e-mail on all aspects of course administration, including enrolment, assessment and progression, and course regulations.</p> <p>Assessment</p> <p>Support the running of assessment boards by preparing agenda and other paperwork, taking minutes and providing data. Where required organise boards and all the associated requirements, e.g. catering, equipment.</p> <p>Coordinate preparations for assessment boards including mark entry and preparation of paperwork prior to the boards. Liaise with the lead tutor at DMU, employers and partner institutions regarding pre-boards and with the Chair of final assessment boards.</p> <p>Correspond with External Examiners and ensure reports are received. Ensure that all board decisions are recorded accurately and results communicated to students. Ensure a log of chairs actions is kept up to date. Provide guidance on programme regulations and advice on processes and procedures relating to assessment.</p>

Duties of the role
<p>Other</p> <p>Perform any other duties commensurate with the job grade as reasonably required from time to time.</p> <p>Treat all DMU staff, students, contractors and visitors with dignity and respect. regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</p> <p>The post holder is required to minimise environmental impact in the performance of the role, promote environmental sustainability within the area of responsibility and actively contribute to the delivery of the DMU Environmental Policy</p> <p>The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.</p>

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Good standard of general education to A level (or equivalent).	Essential		✓			✓
	Experience of Microsoft Office/Outlook packages including Word, Excel and Teams	Essential		✓	✓		
Previous Work Experience	Experience of operating with large data sets	Essential		✓	✓		
	Demonstrable experience in a customer facing office administrative role	Essential		✓	✓		
	Experience of working in a Higher/Further Education environment.		Desirable	✓	✓		
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Ability to work effectively as a member of a team and able to communicate with staff from all areas of the University	Essential		✓	✓		
	Ability to prepare documentation for meetings as well as write clear notes, minutes and actions of meetings	Essential		✓	✓		
	Demonstrate an enthusiasm, willingness and interest in learning new skills and the ability to adapt to change and lead others through change	Essential		✓	✓		
	High levels of accuracy and attention to detail and the ability to quality check/proof-check work	Essential		✓	✓		
	Willingness to work flexibly and provide	Essential		✓	✓		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	some evening or weekend work if required					
	Ability to prioritise and organise workload with minimal supervision in a logical and transparent manner whilst adhering to deadline	Essential		✓	✓	
Information Governance	Understand confidentiality and the requirements of the Data Protection Act and GDPR	Essential		✓	✓	
Equality and Diversity	Able to provide a service to a diverse range of people to promote good relations and equality	Essential		✓	✓	

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**