

Job Description

Job title Collaborative Provision Assistant

Faculty/Directorate Registry Services

Grade: C

Role profile:

Full time

Permanent

	Duties of the role
Overall purpose of the role	The role will provide support to the work of the Student Records office in managing partners by entering and managing data onto the student records system. They will support administrators across a range of programmes and partners in administering all aspects of the student journey.
Main duties and responsibilities	Student Records & Data Assist in ensuring 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. Undertake, as directed, Data Quality checks, and correct data as outlined in the Data Quality schedule. 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. Support students in person, by telephone or by e-mail on all aspects of course administration, including enrolment, assessment and progression. Assessment Support the running of assessment boards by preparing agenda and other paperwork, taking minutes and providing data. Where required assist in the organisation of boards and all the associated requirements, e.g. catering, equipment. Support preparations for assessment boards including mark entry and preparation of paperwork prior to the boards. Liaise with External Examiners around supplying samples of work, booking arrangements for visits and processing claims Support assessment boards by assisting in record keeping and taking notes of actions agreed at the board. Other Perform any other duties commensurate with the job grade as reasonably required from time to time.

	Duties of the role
	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. 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 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.

Person Specification

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Area of responsibility	Requirements	Essential and Desirable		Method of assessment *			
				A	I	T	D
Qualifications & Training	5 GCSE O Levels or equivalent at grade C or above including English Language	Essential		✓			✓
	Experience of Microsoft Office/Outlook packages including Word, Excel & Teams	Essential		✓	✓		
Previous Work Experience	Office experience in an administrative office	Essential		✓	✓		
Specific Knowledge/ Skills/ Abilities/ Motivation/ Attitude Required	Demonstrate an enthusiasm, willingness and interest in learning new skills and the ability to adapt to 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 some evening or weekend work if required	Essential		✓	✓		
	Ability to work as part of the wider team and make a full and positive contribution to the team's work	Essential		✓	✓		
	Ability to prioritise & 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**