ROLE PROFILE

Job Title: Student Services Administrator (Taught Student Records)

School/Department: Student Services

Job Family and Level: Administrative, Professional and Managerial, Level 2

Contract Status: Permanent

Hours of Work: Full-time (36.25 hours per week)

Purpose of the New Role:

The Student Services Administrator role will be based in the Service Development base location and will ensure the delivery of a number of services associated with the student journey particularly relating to the preparation of University examinations.

Staff located in Service Development will run some underpinning services, but collectively will support the core development of processes, focus on Service Quality to develop continuous improvement of standard operating procedures and systems, as well as performance and talent management, communication and engagement. The teams will promote customer service best practice, manage complaints/conduct issues and assist the drive of the take-up of online services from students. Staff will be based with the associated Service Development team where their role is focussed on process in a particular functional area.

The role will work within established procedures with minimum day to day supervision, to provide a range of services to agreed quality standards. The role holder will require a thorough understanding of relevant systems/processes of the working environment, gained through vocational qualification with work experience, or relevant work experience over some years. The Role holder will organise their own day-to-day work to meet clear objectives. They will have specific responsibility for a clearly defined section of work and will be expected to deal with less routine queries/issues/requests, referring conflicts or more complex situations to the relevant person. Independence and initiative will be required to react to changing priorities and work circumstances, with scope to make decisions within clear parameters.

Main Responsibilities

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<th>% time per year</th>
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<tr>
<td>1. Service Development and Delivery</td>
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<td>• Provide knowledge, skills and advice in relation to the following areas (with experience in at least one), and deliver high quality services to a diverse community of students and staff:</td>
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<tr>
<td>o Enquiries, Events and Admissions</td>
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<td>o Registration and induction, including module enrolment</td>
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<td>o Student fees, payments and funding opportunities and schemes</td>
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<td>o Attendance monitoring and reporting</td>
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<td>o Student mobility</td>
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<td>o Postgraduate research student administration (from induction through to examination)</td>
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<td>o Assessment and examination delivery, support and feedback, including appeals and complaints</td>
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<td>o Progression and award</td>
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<td>o Graduation</td>
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<td>o Curriculum design and review</td>
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<td>o Student support (tutoring support, alternative assessments etc)</td>
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o Timetabling
o Visa support
o Partnerships and placements, including placements scheduled as part of the curriculum
o External, management and operational reporting
o Customer Service optimisation
o Service Quality improvement

- Receive and respond to enquiries from/to customers, including more complex queries, judging when to forward on to or involve others. Recognise/understand impact of incidents arising and raise issues of concern where necessary to ensure appropriate resolution of customer enquires/issuse.
- Deliver relevant administrative activities in specific student journey work area, ensuring an excellent customer experience and level of service quality through attainment of agreed timescales and quality standards
- Gather and manipulate routine data so that others can interpret it or incorporate it into their own work. Monitor trends and anomalies within source data, reporting findings accurately and appropriately.
- Demonstrate or explain the services available to customers.
- Develop and maintain relevant databases, spreadsheets and filing systems to ensure accurate, up to date, information is accessible to those that require it.
- Create documents as work requires. Ensure that due care and attention is attributed to confidential data and information
- Relay customer feedback and comments and contribute to proposals for improvements to current working methods.
- Work flexibly across Student Services to ensure peak periods are accommodated and the services are able to adapt with changing demands
- Keep skills up to date and develop competence through learning from colleagues and/or gaining experience of a range of work.

2. Planning, organising and liaison
- Plan and prioritise own work activities, responding to work unit requirements, in addition to own responsibilities.
- Arrange and/or support internal and external activities/events, collating and recording relevant information/documentation as requested.
- Develop a network of contacts throughout own area, identifying who key individuals are, to support own work activities.
- Communicate with customers and service users through established/routine connections as own section of work requires.

3. People Management
   Either
   - Allocate and prioritise the work/tasks of others, ensuring they are completed correctly and to schedule, and providing feedback when necessary. Provide guidance and support to junior colleagues through informal (on-the-job) training/coaching in own area.
   And/or
   - Show sensitivity and consideration to customer needs and feelings, which may include dealing with signs of obvious distress (e.g. individual in tears). Co-operate with and offer mutual support to colleagues in a work unit, adopting a flexible approach to delivering work objectives.

4. Any other duties appropriate to the grade and role

Knowledge, Skills, Qualifications & Experience

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<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Educated to GCSE level, including Grade C or above in English and Maths, or hold vocational qualifications (NVQ 2-3) or equivalent, with some relevant experience.</td>
<td>Or significant experience in related area.</td>
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### Skills/Training

- Good written and verbal communication skills and interpersonal skills.
- Good IT skills, including knowledge of Microsoft Office.
- Appreciation of the standards set for the conduct and output of the role.
- Ability to use own initiative
- Possess a commitment to delivering a high quality professional service to students and staff.
- Be empathetic and show awareness, understanding and sensitivity to others’ concerns.
- Flexible attitude to working hours at busy periods.
- Able to work as part of a team.
- Ability to organise own workload.

**Where relevant**

- Competent in routine processes and systems to support activities.
- Proven experience in area of specialism (e.g. timetabling).

### Experience

- Experience of assessing and responding to non-routine work/situations.
- Some experience and knowledge of at least one of the major components of the student journey (as detailed in the Main Responsibilities section)

### Additional Information

This is an important role to provide a high standard of student experience, putting students firmly at the heart of the University and makes them partners in their own education. The focus for the role will be within the Taught Student Records area of Academic Processes.

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