ROLE PROFILE

Job Title: Student Services Senior Administrator (Taught Student Records)

School/Department: Student Services (Development)

Job Family and Level: Administrative, Professional, Managerial, Level 3

Contract Status: Fixed Term until 31st August 2020

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

Purpose of the New Role:

The University’s new and visionary Global Strategy 2020 puts students firmly at the heart of the University and makes them partners in their own education. The Student Services Senior 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.

Staff located in Service Development run some underpinning services, but collectively 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 promote customer service best practice, manage complaints/conduct issues and assist the drive in take-up of online services from students.

The work of the role will either demand the application of specialist knowledge, or have a mainly planning and co-ordination content and/or be of a supervisory nature. A consistently high degree of personal responsibility and initiative will be required to respond independently to queries and use judgement to deal with daily unforeseen problems and circumstances, with limited guidance. This may also include responding to complaints and escalated issues, and resolving problems. Role holders will plan and organise their own work activities and if applicable that of a team of people, with discretion to determine and change priorities as required. They will typically set and monitor standards within their own work area, with scope for improving operational effectiveness and quality service through the application of process improvements.

<table>
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<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td><strong>Service Development and Delivery</strong></td>
<td>Range from 60% - 80%, dependant on balance of team mgt vs. specialism</td>
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<td>- Provide specialist knowledge, skills and advice in relation to the following areas (specialising in at least one), and deliver high quality services to a diverse community of students and staff:</td>
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<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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<tr>
<td>o Postgraduate research student administration (from induction through to examination</td>
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<tr>
<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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- Graduation
- Curriculum design and review
- Student support (tutoring support, alternative assessments etc)
- Timetabling
- Visa support
- Partnerships and placements, including placements scheduled as part of the curriculum
- External, management and operational reporting
- Customer Service optimisation
- Service Quality improvement
  - Provide advice to colleagues and customers to respond and independently resolve a range of standard and unforeseen issues, within pre-determined operational limits.
  - Deliver relevant administrative activities in specific student journey work area, ensuring an exceptional customer experience and level of service quality through attainment of agreed timescales and quality standards
  - Advise on and propose changes in procedures, plans, and priorities to improve operational efficiency and quality of service.
  - Analyse data/statistics, interpreting and reporting patterns and trends. Identify gaps or shortfalls in information and search for sources of information to fill these. Highlight and prioritise any issues for further investigation to support informed decision making.
  - Advise and/or train service users on specific aspects within own section of work such as design/preparation/use of existing systems, services or processes. Diagnose and rectify faults/problems with systems and/or procedures within own area
  - Work flexibly across Student Services to ensure peak periods are accommodated and the services are able to adapt with changing demand
  - Keep skills up to date and further develop depth or breadth of knowledge in a particular area through learning from more senior/experienced colleagues, proactive exposure to a range of activities, and/or formal training/professional qualification.

2. **Planning, organising and liaison**
   - Plan and organise own/team activities to ensure that deadlines/customer expectations are met.
   - Communicate and build working relationships with key contacts from other work units as well as external bodies, to support own work activities.
   - Attend meetings, as requested by manager, to support work unit activities and to report back on main discussion points.

3. **People Management**
   - Oversee the day-to-day running of a work area, allocating resources, scheduling work and providing support, advice and encouragement to staff in order to ensure work objectives are met. Select or play a significant part in the selection of staff and training of new staff for work area. Act as first point of contact for day to day staff welfare issues (e.g. sickness), initiating appropriate action by involving or referring to the relevant person.
   - Show sensitivity and consideration to other people’s customer needs and feelings, which may include dealing with signs of obvious distress (e.g. individual in tears). Advise and gain the support of other people (e.g. staff, students, contractors, external agents), where there is no line management responsibility, in order to contribute to the delivery of services/project 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>A Level, or equivalent, plus experience of working in a relevant role</td>
<td>Degree or equivalent</td>
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### Skills/Training

- Analysis and problem solving capability.
- Well-developed written and verbal communication skills and interpersonal skills.
- Planning and organisational skills.
- Excellent IT skills, including knowledge of Microsoft Office.
- 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.

*Where relevant*

- First line supervisory skills – scheduling, monitoring and reviewing work by others.
- Proven experience in area of specialism (e.g. timetabling).

### Experience

- Experience of working/responding independently and dealing with unforeseen problems and circumstances.
- Experience and knowledge of at least one of the major components of the student journey (as detailed in the Main Responsibilities section)

*Where relevant*

- Comprehensive knowledge and experience of the work practices, processes and procedures relevant to the role, including those that would be required to provide first line advice and guidance, typically of a more specialised nature, to customers

### 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 of this role will be within the Taught Student Records area of Academic Processes. The primary responsibility of the role will be associated with taught programmes external examiners processes including appointment, replacement, report processing. The role holder will also have responsibility for aspects of the University Registration events.

*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.*
The role is located within the Taught Curriculum team in Academic Processes and has a specific focus on ensuring excellence in curriculum data quality, which is critical to the efficient running of the student records system:

- Responsibility for data quality of curriculum content in Campus Solutions
- Receiving and triaging queries from other areas reliant on curriculum data (Infosys, Admissions etc); responding to general queries and referring complex queries to Senior Managers or Delivery colleagues for input. Collating and coordinating responses to queries and ensuring follow up actions are taken.
- Running regular data checks on curriculum content and updating Campus Solutions as appropriate
- Liaising with Delivery colleagues to support them in data quality checking processes.
- Ensuring that Campus Solutions user guides are updated or amended in light of any changes to process as a result of data query outcomes.
- Contributing to training on Campus Solutions and advising colleagues on use of system
- Coordinating data requirements for annual processes such as ‘summer audit’ and auto-closure
- Producing management data reports as required, in conjunction with Data Quality team where necessary

The role will require experience of working with large data sets, and an ability if not already acquired, to gain a good working knowledge of Campus Solutions and knowledge of University quality assurance policy and process in the area of curriculum.