### Role Profile

**Job title**: Teaching, Learning and Assessment Administrator  
**Job family and level**: Administrative, Professional and Managerial Level 2  
**School/Department**: School of Veterinary Medicine and Science  
**Location**: Sutton Bonington Campus

#### Purpose of role
The post will provide operational support to web-based teaching activities within the School, ensuring that the School exploits and appropriately implements the latest technology to enhance the teaching and learning. The post will provide general administrative and secretarial support to the Teaching, Learning and Assessment Team and the wider Academic Support and Administration Division. The role will also undertake a further range of duties associated with teaching and academic support which are vital to ensure a quality learning experience.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>(Primary accountabilities and responsibilities expected to fulfil the role)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Provide day-to-day operational eLearning support to academics (e.g. developing and publishing documents), co-ordinating Virtual Learning Environment (VLE) content, monitoring student usage and identifying improvements. Provide one-to-one and small group advice, training or familiarisation sessions for teaching staff and for students in the VLE system and related software tools.</td>
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<tr>
<td>2</td>
<td>Provide general secretarial and administrative support to the Teaching, Learning and Assessment Team, assisting other staff within the Academic Support and Administration Division as necessary.</td>
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<td>3</td>
<td>Support the maintenance of a quality assurance function.</td>
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<td>4</td>
<td>Responsible for utilisation of local rooms (research rooms, laboratories, lecture theatres, small group rooms and other rooms).</td>
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<td>5</td>
<td>To coordinate the external deliverers, ensuring that they are met, looked after and inducted/briefed when at the Veterinary School.</td>
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<td>6</td>
<td>Any other duties appropriate to the grade and role</td>
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Person specification

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<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
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| **Skills**             | ▪ Strong interpersonal and communication skills  
▪ Must have an ability to organize own workload  
▪ Ability to use own initiative  
▪ Possess a commitment to delivering a high quality professional service to students and staff  
▪ Flexible attitude to working hours at busy periods  
▪ Able to work as part of a team |                                                                                                                                                                                                                     |
| **Knowledge and experience** | ▪ Excellent IT skills, including the range of Microsoft Word, Excel, Internet and Email                                                                                                                    | ▪ Experience of working within a VLE                                                                                                                                                                           |
| **Qualifications, certification and training (relevant to role)** | ▪ Some administrative experience at a level which requires a minimum of supervision  
▪ Educated to at least GCSE level (or equivalent), including Math and English at grade C or above.                                                                 | ▪ Experience of working in Higher Education  
▪ NVQ2 (or equivalent)  
▪ RSA Word Processing Stage II (or equivalent)                                                                                                 |
| **Statutory/ Legal**   | ▪ Satisfactory basic disclosure obtained from the Disclosure and Barring Service.                                                                                                                        |                                                                                                                                                                                                                     |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

Taking ownership
Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

Forward thinking
Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

Professional pride
Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

Always inclusive
Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

- **Line manager**
- **Role holder**
- **Key stakeholder relationships**
  - TLA Officer
  - TLA Administrator
  - Head of Operations
  - Colleagues
  - Students

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*Note: The diagram in the document illustrates the hierarchical relationships between the roles mentioned.*