



Job title	Senior Administrative Coordinator - Assessments	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	School of Medicine, Education Centre	Location	Queen's Medical Centre

Purpose of role

The primary purpose of the role is to manage, co-ordinate and implement the administration of Assessments (knowledge paper, OSCEs and coursework submissions) within the undergraduate Medical Education Courses. You will need to work closely with colleagues across teams in the School of Medicine to ensure that the assessments run smoothly and that all aspects associated with assessment arrangements and delivery are covered. You will be an integral part of the School's Assessments Team and will work across courses to support colleagues. This role will require you to work on site at Derby Medical School for one day every other week. Your other allocated office days will be at Queen's Medical Centre, Nottingham. This role requires flexibility with office days and location (Derby/Nottingham) to support on site exams.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post may be requested. You will be expected to work flexibly to support the Professional Services across the School.

The School of Medicine recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

	Main responsibilities	% time per year
1	Administration <ul style="list-style-type: none">Act as Coordinator for knowledge and skills examinations (formative and summative)Coordinate all coursework submissions with the relevant module convenors (this will include creating and monitoring the yearly assessments schedule)Communicate with students all details of their pre and post exam arrangementsLiaise with the Exams Officer and module convenors to ensure we meet the requirements of all assessments throughout the academic yearLiaise and communicate with the clinical skills team to ensure all arrangements for OSCEs are in place. This can include trouble shooting and escalating identified issues in a timely and proactive manner.	70%

	<ul style="list-style-type: none"> Act as administrative lead for the OSCEs in collaboration with the Director of Clinical Skills Attend and support the coordination of OSCE clinical examinations held at Queen's Medical Centre and Derby Medical School for all medical courses Remediation administration including the monitoring and tracking of student academic progression Develop and maintain an administration system for managing all processes and paperwork, this will include electronic folder management Attendance at examinations - overseeing the delivery of exams using the appropriate software provided, troubleshooting issues as they arise. This will include exam invigilation responsibilities Attendance at examinations will include administration support to internal and external organisations where necessary, this will include IT support and guidance to Examiners Collaborate with the Early Years Assessments Team and wider Assessments Team to improve student experience Work collaboratively with the Assessments Team to improve systems and process Service Assessment Team Committees, following up action points Coordinate all exam results processing meetings Work collaboratively with the Central Assessment Team during peak assessment periods to ensure marks processing is completed and results are released in a timely manner Monitor shared inboxes to ensure staff and students have timely responses 	
2	Documentation and policies: <ul style="list-style-type: none"> Advising academic staff on School and University policies and procedures to ensure the Department meets University and School regulations Draft reports, correspondence and recommendations as appropriate Develop processes and systems to manage the assessment governance and quality assurance checks for Medicine UG programmes 	10%
3	Advice and supervision <ul style="list-style-type: none"> Liaison point between students and academic staff With the support of the Academic and Administrative team, seek resolution to student queries Respond to complaints and resolve problems involving other schools/departments or external contacts, including triaging to appropriate senior staff members when necessary 	10%
4	Finance <ul style="list-style-type: none"> To process expenses claims, purchase orders, receiving goods and associated items with Assessment Team activities 	10%
5	Other Duties <ul style="list-style-type: none"> Any other duties appropriate to the role and level 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent IT skills, including advanced use of MS Word, Excel and Access and ability to integrate different packages ▪ Excellent oral and written communication skills ▪ Excellent interpersonal and time-management skills ▪ Evidence of a high degree of personal initiative, responsibility and self-motivation, with a proactive approach to problem solving ▪ Evidence of excellent organisational, planning and time management, including proven ability to manage a demanding workload involving multiple projects with accuracy and a high attention to detail despite competing priorities and challenging deadlines ▪ Ability to build relationships with individuals and representatives of external organisations ▪ Ability to work with minimal supervision ▪ Evidence of planning, managing and coordinating projects and events ▪ Proven ability to work in a team environment, supporting colleagues and sharing expertise ▪ Willingness to learn new skills and procedures ▪ Excellent customer relations ▪ High levels of resilience ▪ Ability to deal with change ▪ Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge 	<ul style="list-style-type: none"> ▪ Evidence of a high level of numeracy and proven ability to analyse and manipulate figures and data
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of working within a large organisation with some accountability to stakeholders ▪ Considerable administrative experience ▪ Experience of data analysis and reporting ▪ Proven skills and experience of prioritising own workload and ability to work on own initiative 	<ul style="list-style-type: none"> ▪ Previous relevant work experience in a Higher Education environment ▪ Widespread awareness and understanding of university activities and objectives ▪ Knowledge of assessment processes in a higher education setting

	<ul style="list-style-type: none"> ▪ Experience of working as part of a team ▪ Knowledge of GDPR 	<ul style="list-style-type: none"> ▪ Demonstrable experience of organising successful events delivery
Qualifications, certification and training	<ul style="list-style-type: none"> ▪ A Levels or equivalent plus English and maths at GCSE or equivalent OR substantial work experience in further or higher education. 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Willingness to adopt the values of the School of Medicine ▪ Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards 	



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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

