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| **Job description**  |
| **Job Title** | **Faculty and Registry Officer**  |
| **Reporting Line** | * Manager of Faculty Office and Records
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| **Responsible to**  | * Academic Director (Quality and Student Experience)
* Director of Studies
* Deputy Director of Studies
* Manager of Faculty Office and Records
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| **Responsible for** | * No direct line management responsibility
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| **Key Contacts** | * Faculty and Registry Officers
* iCentre Team
* Learning Resources Team
* Academic Director (Education)
* Head / Deputy Head of Schools
* Academics
* UON Internal Moderators
* UCLan Internal and External Examiners
* Students
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| **Overall Job Purpose** | * To ensure the smooth operations of the assessment process, including Turnitin and results processing
* To ensure that the student records are accurate, up to date and reconciled.
* To provide administrative advice and support to academics and students
* Maintaining accurate and secure record keeping necessary to the efficient running of the Faculty
* Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, and security of information as appropriate. Take personal responsibility for all personal data within own working environment
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| **Key Responsibilities** | **RECORDS** * Reconciling data issues between administrative databases
* Processing mark-sheets for grade transmission between databases
* Ensuring that appropriate documentation such as Registration, Interruption to Studies (Study Break), Mitigation, Withdrawal and Appeal forms are processed in a timely manner
* Ensuring student records are updated for changes in study plans, cohort groups, personal tutors and progression decisions
* Conducting the Student Data Audit as required
* Assisting the Manager of Faculty Office and Records in ensuring accuracy of course/programme information

**ASSESSMENTS** * Providing advice and service to academic staff and students (where appropriate)
* Ensuring Turnitin processes operate smoothly
* Successfully co-ordinating all aspects of assessment and results administration.
* Inputting assessments marks and calculating (as appropriate) module results
* Updating student records when necessary
* Ensuring marked scripts are moderated in a timely manner
* Creation of moderation samples and recording of the moderation process
* Reporting moderation issues as appropriate
* Recording and implementing Assessment Board decisions.
* Verifying and making available feedback to students
* Assisting Manager of Faculty Office and Records in collating, and organising the centralised repository for all Faculty documentation for internal and external inspection
* Such other duties temporarily or on a continuing basis, as may reasonably be required by the management
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| **KPIs** | * Quality concerns raised
* Administrative concerns raised (eg: missed deadlines)
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| **Knowledge/Skills** | * Exceptional attention to detail and a desire to ensure that all records are accurate.
* Excellent organisational skills.
* Strong computer literacy.
* Ability to be responsive to the time pressures at key points within the academic year.
* Excellent written and verbal communication skills.
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| **Attributes** | * An ability to build positive and co-operative relationships with internal and external stakeholders
* Tenacity to ensure that issues are dealt with through to conclusion.
* Understanding the importance of confidentiality in the handling of student records.
* Dealing with students in a professional and efficient manner
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The job description reflects the present requirements of the post, and as duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. Job descriptions cannot be exhaustive and so the post holder will carry out any other duties commensurate with the purpose of the job.

**February 2025**

**PERSON SPECIFICATION**

**Job Title:** Faculty and Registry Officer **Date:** February 2025

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| **Selection Criteria** | **Essential (E) or Desirable (D)** |
| **Qualifications:** Educated to degree level standard (or equivalent qualification) or equivalent work experience | **E** |
| **Experience:**Administrative experience within an HE or similar environmentExperience of committee work | **E****D** |
| **Skills and Knowledge:**Effective administration skills, with the ability to organise own workload in order to meet tight deadlinesEffective communication skills, both oral and written, with the ability to collate and present information to othersThe ability to draft nonstandard documents and reports, or take detailed minutes at meetingsCompetent in a range of IT software, including Word and Excel | **E****E****E****E** |
| **Competencies and Personal Attributes:**Ability to command the respect of colleagues, with a professional approach to workAn effective team memberA demonstrable commitment to providing a customer-oriented service and enhancing the student experienceProactive and able to use initiative  | **E****E****E****E** |
| **Business Requirements:**Flexible to accommodate occasional evening and weekend working | **E** |
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**Essential Requirements** are those, without which, a candidate would not be able to do the job

**Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements