

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 04 June 2018

Interviews are planned for: 29 June 2018

JOB DESCRIPTION – Job ref (REQ01406)

Job Title and Grade:	Postgraduate Administrator Grade 5
Contract:	Permanent, part-time
Hours:	29 hours per week <i>Hours can be worked full time over 4 days or part- time over 5 days</i>
Salary:	£21,585 to £24,983 pro-rata
Department/Section:	Computer Science and Electronic Engineering
Responsible to:	Head of School
Reports on a day to day basis to:	Deputy School Manager
Purpose of job:	To provide administrative support for staff and students on postgraduate taught (PGT courses). To act as the main point of contact for graduate admissions within the School (both PGR and PGT).

Duties of the Post:

The main duties of the post will include:

1. General administrative duties in relation to taught students (and in particular PGT students) such as, but not limited to:
 - Administration associated with all coursework and coursework reassessment including the timely and accurate input of coursework marks and distribution of feedback
 - Late submissions, extenuating circumstances, academic offences, electronic student requests and other student related queries
 - Use of Student Databases/Systems. Responsible for the accurate set up of COR; administering eNROL & ESF, using CMIS for timetable amendments and any other system for the administration of student records.
 - Student welfare
 - Assisting with result processing and examination boards
 - Providing frontline support to staff and students in the School Office
2. To provide support and guidance to PGT students on curriculum/degree/personal matters, where appropriate referring students to professional support. To advise on the rules of assessment for graduate students in the case of queries from both staff and students.
3. To co-ordinate PGT dissertation supervision, maintaining a record of dissertation titles, supervisors, markers and marks.
4. To monitor PGT student progress, drawing the Scheme/ Graduate Director's attention to possible problem cases to implement remedial action.
5. To assist with the production of Student Handbooks where required.
6. To circulate information to all MSc students prior to Welcome Week, confirm module choices, and assist in the planning, organisation and running of Welcome Week activities.
7. To provide support on compliance with internal University policies, procedures and regulations, including Tier 4, in collaboration with relevant University professional services staff. This will include the co-ordination and accurate recording of Tier 4 student engagement during the Dissertation period.
8. To service School Committees as directed by the School Manager/Deputy School Manager.

9. To co-ordinate the postgraduate admissions process within the School (both PGT and PGR), providing advice to potential applicants in liaison with the Directors of Graduate Admissions and PGR Admissions, liaising with PhD supervisors to ensure the timely processing of applications through the admissions system, and being the key point of liaison for the central PG Admissions team. This will involve contact by email and telephone with applicants, some of whose first language is not English.
10. In liaison with the PGR Administrator and other professional services teams, to co-ordinate the administration of PhD studentships within the School, including advertising PhD studentship opportunities, co-ordinating interview and selection processes, managing offers to students, and completing necessary follow-up administration in liaison with the central admissions team.
11. To compile and maintain policy and procedure documents in relation to the key functions of the role for training/information purposes.
12. To assist with the administration of exam boards, extenuating circumstances committee and late submissions committee as directed.
13. To assist others in the team during peak periods, and to cover for colleagues in the administrative team during periods of absence. This may include working on undergraduate and PGR administration.
14. To assist with tasks as delegated by the School Manager and Deputy School Manager.

Any other duties as may be assigned from time to time by the Head of School or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

For Academic posts only: It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

May 2018

PERSON SPECIFICATION

JOB TITLE: Postgraduate Administrator

Qualifications /Training

	Essential	Desirable
▪ Educated to “A” Level or equivalent level qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A good standard of education including 5 GCSEs (grades A - C) or equivalent, including English Language and Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An undergraduate degree (or equivalent qualification)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Significant and recent administrative experience in a relevant environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A high level of IT literacy, including experience of using Microsoft Office, Outlook, databases and the internet in a working environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working independently and within a team, with a team-focussed attitude.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge or experience of student and/or academic administration in a UK higher or further education institution	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of committee administration or evidence of experience of similar work that demonstrate an aptitude for this type of work	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ A good level of IT literacy, proficient in Microsoft Office (Word, Excel and Outlook)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communications skills both written and oral: an ability to express yourself clearly in person and in writing; a high level of written English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Well organised with the ability to establish personal priorities where deadlines are tight and demands sometimes conflicting, and to remain calm under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, including an ability to work with tact and diplomacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to create effective working relationships with a range of people at differing levels of seniority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work independently as well as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to communicate with, and have sensitivity to the needs of, people from a wide variety of cultural backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to act with discretion and to maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work accurately and with attention to detail, including when under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK ‘right to work’ legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A strong and proven commitment to the principles of excellent customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Reliability and good time keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A flexible approach to work to assist as and when required (e.g. to cover holiday, sickness absence)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

May 2018

General Information**School of Computer Science and Electronic Engineering**

You can find more information about the School at the following: <https://www.essex.ac.uk/departments/computer-science-and-electronic-engineering>

General information

The hours of this post are 29 hours per week. These can either be worked full time over 4-days (7hrs, 15 minutes per day), or part time over 5 days (working pattern to be agreed).

Informal enquiries may be made to Marie Scott, School Manager (telephone: 01206 873 488 e-mail: cseeda@essex.ac.uk). However, all applications must be made online.