



## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### Making an application:

**Please complete the short on-line application form, which includes some standard questions, and attach the following documents.** (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- A covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
  - A Curriculum vitae - giving full details of your qualifications and experience to date.
- 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 (01206-874588/873521) for help.

**Applications are invited from current academic members of staff appointed to the post of Lecturer or above.**

**Please note we are unable to consider applications from non-University of Essex employees.**

**Closing Date: 4 June 2017**

**Interviews are planned for: 7 June 2017**

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### JOB DESCRIPTION – Job ref REQ00660

<b>Job Title and Grade:</b>	Faculty Progress and Assessment Officer
<b>Contract:</b>	Part-time The post will hold a term of three years 1 October 2017 – 31 July 2020
<b>Hours:</b>	10.8 hours (0.3 FTE)
<b>Salary:</b>	Current salary plus allowance of £1,000
<b>Faculty:</b>	Social Sciences
<b>Responsible to:</b>	Faculty Deputy Dean (Education)
<b>Purpose of job:</b>	<p>The Faculty Progress and Assessment Officers will be responsible for:</p> <ul style="list-style-type: none"> <li>▪ Supporting the Deputy Dean (Education) in dealing with individual student cases for departments within the Faculty</li> <li>▪ Chairing designated Boards of Examiners for undergraduate and taught postgraduate and modular students under the direction of the appropriate Deputy Dean (Education) and the Senior Assessment Manager.</li> </ul> <p>They will be responsible for ensuring that the Board of Examiners' meetings operate in accordance with University regulations and procedures and to ensure that the Rules of Assessment and rules relating to reassessment are applied consistently and correctly.</p>

#### Duties of the Post:

The main duties of the post will include:

As Chair of Board of Examiners meetings, the Faculty Progress and Assessment Officers will consider claims for extenuating circumstances and recommendations from departmental pre-boards of examiners, and to ensure that claims are not only treated fairly and consistently across the University, but are also treated in accordance with the Equality Act legislation.

The Faculty Progress and Assessment Officers will also contribute to the ongoing review of the Rules of Assessment and the development and delivery of training and briefings relating to the operation of Examination Boards.

The post holder will be involved in the consideration of student appeals resulting from the decisions of Examination Boards.

The Faculty Progress and Assessment Officers will contribute to relevant projects relating to the review and development of examination board activities.

**Student case work (undergraduate and postgraduate taught)**

1. To be responsible, in consultation with the relevant Student Progress Manager, for dealing with individual student cases on matters including academic progress and alleged academic offences.
2. To consider and/or provide responses to claims of appeal in relation to progress and academic offence decisions referred to the Deans and/or Appeals Officers, as appropriate, by the Student Progress Team.
3. To assist from time to time with individual student cases from outside the Faculty as appropriate.

**Examinations and assessment**

4. To chair Boards of Examiners for Undergraduate, Taught Postgraduate and CPD students and attend preparatory meetings with the Secretary of the Board of Examiners (this may also include chairing meetings of Boards of Examiners outside of the Faculty).
5. To ensure that the Board of Examiners' meetings operate in accordance with University procedures and regulations.
6. To ensure that the Rules of Assessment and rules relating to reassessment are applied consistently and correctly.
7. To consider claims for extenuating circumstances and recommendations from departmental pre-boards of examiners, and to ensure that claims are not only treated fairly and consistently across the University, but are also treated in accordance with the Equality Act legislation.
8. To consider and/or provide responses to claims of appeal referred to the Deans and/or Appeals Officers, as appropriate, by the Student Progress Team.
9. To attend, participate in and support the delivery of annual briefing meetings and to contribute to the review of assessment policy and practice including supporting the development of the Rules of Assessment and participating in the annual Exam Board review.
10. To contribute to and/or lead the review and development of examination board activities
11. The key internal relationships of the Progress and Assessment Officer are with the Deputy Dean (Education) of the Faculty which they have been appointed to, and the Student Progress Managers and Senior Assessment Manager based within Academic Services.

Any other duties as may be assigned from time to time by the Faculty Deputy Dean (Education) or his/her 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.***

**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#>

April 2017

## PERSON SPECIFICATION

**JOB TITLE:** Faculty Progress and Assessment Officer

### Experience/Knowledge

	Essential	Desirable
▪ Knowledge and experience of the University's policies and procedures for assuring academic quality and standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge and experience of the University's policies and processes relating to assessment, progression and awards in taught courses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of the University appeals and complaints procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of acting as a member of an Undergraduate and/or Postgraduate taught Examination Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of chairing meetings and exercising judge	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ Well-developed analytical and problem solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong communication and negotiation skills, particularly the ability to persuade and inspire academic colleagues and members of professional support services in order to achieve strategic objectives by working with and through others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to establish positive and effective working relationships with colleagues at all levels of the University and its partner institutions	<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"/>

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## **GENERAL INFORMATION**

### **Department**

You can find out more information about the Faculty of Social Sciences at the following link:

<http://www.essex.ac.uk/depts/faculties/>

### **General information**

Informal enquiries may be made to Professor Jacqueline Turton (telephone: 01206 872658, email: [turtje@essex.ac.uk](mailto:turtje@essex.ac.uk)). However, all applications must be made online.

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

### **Benefits**

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

### **No smoking policy**

The University has a no smoking policy