

Appointment details
**Examinations and Assessment
Co-ordinator**

Job Ref: R170413

Closing Date: 23.59 hours BST on
Tuesday 26 September 2017

EXCELLENT
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ASTON



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Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to business and the professions. Professor Alec Cameron became Vice Chancellor of the University in 2016, building on a strong legacy left by the Baroness Brown of Cambridge.

Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. More than 80% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Career focussed programmes

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

Excellence in teaching and research

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

International

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is ranked 29th in the world and 9th in the UK as one of the 'most international universities in the world.' (The Times Higher World University Ranking, 2016-17).

Birmingham – one of Europe's liveliest cities

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

A green, sustainable campus

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 14,355 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



Welcome from Professor Alec Cameron, Vice Chancellor & Chief Executive

Dear applicant

The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty. Those universities able to adapt swiftly to a changing and increasingly competitive market will thrive. As a mid-sized, focused university Aston has the advantages of agility, innovation and team working that some other institutions do not. Our integrated placement year, our applicable, exploitable research, and our commitment to widening participation all help to make Aston distinct.

The 2014 Research Excellence Framework results recognised the quality and impact of Aston research. This research directly influences medical breakthroughs, advancements in engineering, innovation, policy and practice in government, and the strategies and performance of local and international business. The Times Higher Education REF rankings placed Aston University 35th in the UK and 78% of our submissions were judged to be World Leading or Internationally Excellent.

Teaching quality and the student experience are an important focus at Aston. We are committed to doing all we can to address the needs of students and to assisting them to achieve their career ambitions on graduation.

We very much look forward to receiving your application and learning more about how you would contribute to Aston's continuing success.

A handwritten signature in blue ink that reads "Alec Cameron." The signature is written in a cursive, flowing style.

Professor Alec Cameron
Vice Chancellor & Chief Executive

► University values

All staff are expected to demonstrate / promote the University's values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK's leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university's values is available at www.aston.ac.uk/staff/working/dare-to-succeed/values/

In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: <http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allId=158042>



► Staff expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying “yes”
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters

▶ Aston Business School

Aston Business School has been conducting pioneering research into contemporary business and management issues for more than 60 years, making us one of the most firmly established business schools in the UK.

We are renowned for the quality of our teaching, the impact of our research and our supportive environment.

We provide students with an inspirational educational experience coupled with strong business links, offering them rapid career progression in international business.

We have a talented and ambitious faculty with a strong research reputation and a broad academic publication record. Our faculty also work with and support businesses and the community in many ways.

Our mission is to be the most inspiring and innovative business school in Europe.

Triple accredited

We are in the top one per cent of business schools worldwide with triple accreditation from AMBA, AACSB and EQUIS, the leading accreditation bodies for business schools in the UK, USA and Europe.

Other rankings include:

National Student Survey (NSS) 2015

- 90% overall satisfaction for undergraduate programmes at Aston University
- 95% for Marketing
- 92% for Economics and Law
- 91% for Accounting

Sunday Times University Guide 2015

- Top 20 for Business overall
- 5th for Accounting and Finance
- Top 10 for Marketing

Universal Rankings 2014

- Joint 8th best business school in the UK, awarded four Palmes of Excellence

World leading

100 per cent of our business research achieved 3* and 4* impact in the 2014 Research Excellence Framework, the system for assessing the quality of research in UK higher education institutions.

Top for enterprise

We are one of only three business schools in the UK to receive the Small Business Charter Award at Gold Level for demonstrating exceptional dedication to supporting the small business community.

School organisation

The School is led by its Executive Dean, Professor George Feiger, supported by a team of Associate Deans and Heads of Academic Subject Groups. Together, the Deans, Heads of Subject Group, the Head of CELCA and the Head of Administration constitute the School's management committee.

The School is further supported in its work by an Advisory Board, whose membership is drawn from key stakeholders from the city of Birmingham and beyond.

For more information, visit our website www.aston.ac.uk/.

► Job description

To co-ordinate the administration of assessment within the Business School Programme Support Office.

Responsibilities

- ▶ Providing administrative support for Examination Boards. Chasing and co-ordinating the entry of all assessment marks, assisting with the preparation and checking of Examination Board reports and helping to ensure that Examination Boards are set up and run smoothly.
- ▶ Assisting with the processing of results post Examination Boards. Assisting with the progression of students on the student record system, and the production checking and release of results transcripts.
- ▶ Formatting exam papers to a standard template.
- ▶ Producing and distributing examination case studies each term in preparation for examinations.
- ▶ Chasing and co-ordinating the entry, checking and release of examination marks.
- ▶ Organising the scheduling and administration of class tests.
- ▶ Providing administrative support for allocation of chief invigilators in university examination periods.
- ▶ Providing administrative support to prepare the alternative assessment arrangements required by students with additional needs, overseas/exchange students and on-line modules.
- ▶ Collecting assessment data from the module specifications, entering it into the student record system and disseminating to staff and students as appropriate. Ensuring data is maintained accurately and student assessment records are generated throughout the academic year.
- ▶ Collecting coursework briefs from academic staff. Reviewing the potential schedule of incoming coursework and making recommendations to the Exams and Assessment Lead regarding changes to submission dates as required, in light of the workload for students and the Programme Team.
- ▶ Co-ordinating the administration of coursework procedures, chasing and co-ordinating the entry, checking and release of coursework marks and feedback within specified time limits.
- ▶ Ensuring coursework submission links are all set up accurately on Blackboard, set up marking groups for multiple markers.
- ▶ Providing administrative support for the Exceptional Circumstances process, including recording of claims and informing students of decisions.
- ▶ Providing administrative support for disciplinary procedures. Identifying sources, marking up work, setting up meetings, taking minutes and communicating decisions to students.
- ▶ To interact with students to identify issues which are preventing them from succeeding in their studies and referring them on to Academic Personal Tutors or other specialist services within the University.
- ▶ To advise students on issues when they have been referred to the Programme Support team by either their Academic Personal Tutor or other external source.
- ▶ Responsible for front-line support to ABS students to including face-to-face at the Student Reception Point, correspondence by email and telephone enquiries.
- ▶ Responding to examination and assessment queries from academic staff.
- ▶ Liaison with other areas of the University, including other schools whose students take Business modules, Registry and ISA.
- ▶ Resolving anomalies in data exception reports including student records data and module records.
- ▶ To maintain archives of past assessment results, papers, scripts and coursework.
- ▶ To assist with any new developments in terms of assessment and regulatory matters in order to improve administrative systems and the provision of information to students.
- ▶ Contribution to other activities in the Programme Office e.g. Welcome/Induction weeks, Examinations, Examination Boards, Quality initiatives and Graduation as directed by the Student Support Lead or Senior Programme Lead.
- ▶ Servicing of Examination Boards.
- ▶ Compilation of student feedback sheets, uploading graphs that reflect the distribution of marks by module onto BB. Providing copies of coursework/exam scripts in electronic form to facilitate lecturer feedback to students.
- ▶ To produce assessment information/materials for quality purposes.
- ▶ To track the submission of Projects and Dissertations, processions and maintaining extension information on the appropriate databases. Maintenance of BB Library of past projects and dissertations.
- ▶ To manage generic information relating to assessments on all relevant Blackboard modules.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.



► Salary & benefits

This post is offered on a continuing basis. The appointment is Grade 6 and the salary range for this grade is £22,214 to £24,285 per annum.

Holiday entitlement	25 days per annum, in addition to 13 days public and university holidays.
Pension	<p>Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme (AUPS).</p> <p>The University is proposing to close the current Aston University Pension Scheme (known as AUPS) early next year and replace it with a new pension scheme and is undertaking formal consultation about this proposal. The University believes that the new scheme, together with a flexible contribution structure for members, would continue to provide a valuable pension benefit, if the proposed closure of the AUPS proceeds.</p>
Contribution pay	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
Relocation	Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

Visit our website: aston.ac.uk/hr for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

► How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

Closing date for applications 23.59 hours BST on Tuesday 26 September 2017

Interview date To be confirmed

Please contact Chris Booth, Exams & Assessment Lead, for an informal discussion about the role.

Tel: +44(0) 121 204 3199

Email: c.booth2@aston.ac.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Stephen Belt
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► Outline terms and conditions of the appointment

Qualifications	Successful candidates will be required to produce evidence of their qualifications upon joining the University
Medical clearance	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
Eligibility to work in the UK	Candidates who are not citizens of the United Kingdom, or of another EEA member country, should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website https://www.gov.uk/browse/visas-immigration/work-visas . Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.
Document checks	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the UK Visas and Immigration website .
Equal opportunities	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
Data Protection Act 1998	<p>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>
Disclosure and Barring Service (DBS)	Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr.

Aston University
Employable Graduates
Exploitable Research

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