



OPPORTUNITY

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Reference: 0832-25

Grade: Grade 06

Salary: £27,319 to £29,588 per annum, Depending on experience

Contract Type: Permanent

Basis: Full-time

Job description

Job Purpose:

To support with the day-to-day operations of assessments and awards and report to the Assessments and Awards Officers to ensure the effective organisation and delivery of examinations and assessment processes across the University. This includes working with stakeholders to provide administrative support for all assessment processes.

You will deliver high standards of assessment and awards operations, usually for a particular programme area, College or level of study but this may vary due to business need.

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department.

Regular interaction on campus is an expectation of these roles in line with academic and service needs and the requirements of the role. To be agreed with the Academic Registrar.

Main Duties/Responsibilities :

- ▶ To support the day-to-day operation and delivery of assessment and awards and deliver the service in line with the standard operating procedures.
- ▶ To always ensure that you align to agreed customer service standards. To ensure that the customer experience for all internal and external stakeholders, is positive and the student journey is supported at all stages
- ▶ To support the improvement of the service and a seamless student journey by acting as a champion in relation to the assessment and awards systems and proposing process changes to support the seamless delivery of assessment and awards operations
- ▶ To support all aspects of assessment and awards operations to ensure that appropriate arrangements for any assessment additional needs/support are met.
- ▶ Providing full administrative support for all examination and assessment boards. Including but not limited to co-ordinating collection and input of assessment marks, assisting with the preparation for boards and servicing examination boards.
- ▶ To effectively and accurately process assessment data and student results following examination boards, including the processing of progression decisions and the release of transcripts and marks to students
- ▶ To support with the distribution and formatting of examination scripts and materials to support examinations.
- ▶ Provide support for allocation of chief invigilators required for university examination periods
- ▶ To prepare any materials required for programmes that require alternative assessment arrangements for example those to support students with additional needs or for a specific mode of delivery i.e. online provision

- ▶ To ensure that assessment information is appropriately entered into the student record system and that assessment records are correctly entered for students for all entry points
- ▶ Support the Assessment and Award Officer in organising a timeline for the academic year, ensuring progression and award board arrangements are confirmed for academic staff, external examiners and the assessment and awards team.
- ▶ To support with all coordination of the administration of coursework including but not limited to the scheduling, entry, checking and release of marks and feedback and setting up any relevant VLE or external assessment system as required. Ensuring that student feedback and marks to students are provided in a timely manner.
- ▶ To have a working knowledge of rules, regulations and policies in relation to assessment and awards and ensure that you are cognisant of new developments to regulations and student records system changes which impact the operational area
- ▶ Provide support for the exceptional Circumstances process, including recording of claims and informing students of decisions.
- ▶ Responding to examination and assessment queries from internal and external stakeholders
- ▶ To work effectively and collaboratively as part of the Academic Registry with colleagues to enable a high-quality service for students and academic staff ensuring smooth operations of all programmes.
- ▶ To ensure data quality by routinely checking reports and student records system information to ensure its accuracy and that it meets the formats as defined in the standard operation procedures.
- ▶ To collate information on request regarding issues referred to your area of operations. For example, complaints, disciplinary cases, appeals, exceptional circumstance and referrals relating to the OIAHE.
- ▶ To ensure that assessment and awards information is stored and maintained in line with the University records management procedures
- ▶ To ensure that submissions of projects are dissertations are adequately tracked and any extensions are monitored according to the policies and regulations of the University
- ▶ Participate in other Academic Registry or University activities for example Graduation, Enrolment, Welcome Week, as directed by the Assessment and Awards Officer.
- ▶ To support the Assessment and Awards Officer with the administration of all operational aspects of the graduation ceremonies to ensure they are administered correctly.
- ▶ To liaise with examinations scheduling colleagues to ensure the smooth running of scheduled examinations and ensuring that any invigilation or timetabling needs are met.
- ▶ To undertake general duties required of all Academic Registry staff, including involvement in degree congregations, enrolment and re-enrolment of students.
- ▶ Any other reasonable duties that may be delegated consistent with the nature and grading of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Educated to A level or equivalent and English & Mathematics GCSE minimum Grade C. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of using a student record system ▶ Experience in an administrative role dealing with a wide range of customers. ▶ Experience of contributing to the development and implementation of administrative systems and procedures. ▶ Experience of arranging and servicing meetings including producing formal agendas, minutes and other documents. ▶ Experience of working in a role dealing with confidential information 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Excellent communication, interpersonal and customer service skills ▶ Excellent organisational skills with the ability to ensure multiple deadlines are met for a variety of stakeholders ▶ Excellent attention to detail in relation to data entry 	Application form and interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Demonstrable evidence of continued professional development. 	Application form

	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> ▶ Good operational knowledge of Tribal SITS/Blackboard/Solve ▶ Experience of working in Higher Education in particular in an assessment or awards role 	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Emma Szurminski

Job Title: Assistant Registrar (Assessment and Awards)

Email: e.l.szurminski@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

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.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment.
Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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