

Assessment and Award Administrator

Faculty:	Faculty of Medicine, Health and Life Science
Job Title:	Assessment and Awards Administrator
Department/Subject:	Faculty wide role
Salary:	Grade 5 £25,138 - £27,979 per annum together with NEST Pension benefits
Hours of work:	Full Time, 35 hours per week. Applications for part-time or job-sharing arrangements will be considered. The post holder will be expected to work flexibly as necessary in order to fulfil the duties and responsibilities of the post.
Contract:	Fixed Term - until 31 st July 2025
Location:	Predominantly based at the Singleton Park Campus however the role holder may occasionally be required to work at the St David's Park Campus.

Introduction	<p>To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology.</p> <p>The creation of three faculties at Swansea University in 2020 was a key platform to drive further success for the university over the next decade. This role represents an exciting opportunity for you to use your skills and experience to make a real difference to the outcomes and success of the faculties in one of our core teams</p> <p>Swansea University is characterised by the distinct values, culture and behaviours that lie at our core and underpin the key pillars of our university as outlined in the University's vision and purpose.</p> <p>This position will be based in the Education and Student Experience team. Consistent structures and roles have been created across all three faculties, to aid collaborative working and innovation to enable excellence in outcomes, delivery and support. Colleagues will be assigned to a faculty at appointment however may be asked to work in another faculty or area of the university as and when required to aid organisational resilience and staff development.</p>
Background information	<p>The Assessment and Award Administrator will work within the Faculty Education and Student Experience Team in partnership with academic staff, to deliver the highest levels of excellence in professional support in the following functions:</p> <ul style="list-style-type: none"> ➤ Assessment Coordination, Planning and Management – this will cover all programmes in the Faculty. ➤ Academic Year/Cycle Planning - Working to deliver a relevant programme of timely assessment and examinations support to academic staff within the Faculty to ensure all deadlines are met. ➤ Assessment Feedback and Marks – To ensure all marks are recorded accurately on the system and feedback is given in a timely manner in line with university guidance/policy to ensure accurate and timely progression decisions or awards are given to students. <p>The post holder is responsible for ensuring they work in accordance with all University policies and procedures, governance and constitutional frameworks, seeking guidance from team leaders/managers where appropriate.</p> <p>This role will suit applicants who have experience in working in education within assessment, examinations and student awards/progression or clear transferable skills.</p>

	<p>The post holder will need to be highly organised, proactive, with a strong eye for detail and be able to work to tight deadlines under pressure, anticipating problems which may arise.</p> <p>The role will involve working closely with academic staff from a particular programme/s of study, or supporting a particular function within the team across the faculty, so the ability to form effective working relationships and gain an understanding of academic programmes and regulations is essential.</p>
<p>Main Purpose of Post</p>	<ol style="list-style-type: none"> 1. To work effectively and collaboratively as part of the Education and Student Experience Team with colleagues to enable a high quality service for students and academic staff ensuring smooth operations of all degree programmes within the Faculty. 2. Ensure accurate maintenance of all assessment related files, spreadsheets and paperwork. 3. Coordinate the checking of marks and work with the team to ensure these marks have been accurately uploaded and entered onto the University Exam System. 4. Coordinate the tracking and presentation of all required documentation for submission at Exam/ Progression and Award Boards and to External Examiners, preparing reports and summarising information when required. 5. Proactively maintain online university submission portals such as Turnitin and Canvas. 6. Assist with the preparation of the assessments timetable. 7. Communicate with External Examiners in writing, in person and on the phone. 8. Support VIVA meetings for undergraduate students, ensuring that these are set up in a timely manner. 9. Communicate with the central Exams Office in the preparation and planning of exams and assessment and with the Welsh Translation Unit for issues relating to assessment through the medium of Welsh. 10. Coordinate the management of the team email account. 11. Service relevant Committees and other meetings as required.
<p>General Duties</p>	<ul style="list-style-type: none"> ➤ To fully engage with the University's Performance Enabling and Welsh language policies ➤ To promote equality and diversity in working practices and to maintain positive working relationships. ➤ To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. ➤ Any other duties as directed by the Faculty Leadership Team or their nominated representative expected within the grade definition. ➤ To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University's Risk Management Policy
<p>Professional Services Values</p>	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>We are Professional We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality</p> <p>We Work Together We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p>

	<p>We Care We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.</p> <p>Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p>Person Specification</p>	<p><u>Essential Criteria:</u></p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience <p>Qualification:</p> <ul style="list-style-type: none"> • A-level or equivalent experience <p>Experience:</p> <ul style="list-style-type: none"> • Experience of working in the area of Higher Education examinations, assessment and student progression/awards to include using relevant systems, or clearly transferable skills gained in another role/sector. • Ability to work independently under your own direction and initiative, whilst working within a team and supporting the wider team goals and objectives. • Experience of applying procedures and regulations in a work setting. • Experience of multitasking in a work setting including a strong ability to organise own workload and prioritise tasks with strict deadlines. • Excellent customer service skills and flexibility for handling a wide range of activities. • Experience in developing and implementing new or improved ways of working/completing tasks. • Experience of scheduling meetings and taking minutes and creating action plans. <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Ability to work quickly whilst paying attention to detail and focused on ensuring accuracy. • Excellent time management skills. • Excellent oral and written communication skills to be able to explain rules and regulations as and when required. <p>Welsh Language:</p> <p>This role requires Level 1 Welsh Language – ‘a little’ (you do not need to be able to speak any welsh to apply for this role) e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.</p>

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).

Desirable Criteria:

- Qualifications at a professional, further or higher education level.

