

JOB DESCRIPTION

Job Title: Academic Misconduct and Appeals Administratorx2
Ref no: REG438
Campus: Hendon
School/Service: Academic Registry
Grade: 5
Starting Salary: £28,302-31,537 per annum including outer London weighting

Period: Full time, permanent

Reporting to: Assistant Academic Registrar (Regulations and Policies)

Overall Purpose: To manage and provide operational support for the academic appeals and misconduct processes and to provide professional advice to staff and students on such processes.

Principal Duties:

Academic Misconduct

The post holder will be expected to assist in the management of cases of Academic Misconduct which will involve:

- Advising staff on problems and/or issues within Schools/Programmes concerning individual students
- Advising students in a sensitive and professional manner.
- Researching and evaluating evidence on cases of suspected Academic Misconduct and make recommendations on how to proceed to senior staff members. Providing advice regarding the University's regulations, procedures and policies and ensuring their proper implementation.
- Arranging, administering and minuting Academic Misconduct Panel hearings.
- Monitoring the student Academic Misconduct process and ensuring that recommendations and Assessment Board decisions and outcomes are actioned.
- Ensuring that the Student Database concerning Academic Misconduct is updated and accurate.
- Contributing to continuous improvement by making suggestions for amendments to regulations, policies and procedures

Academic Appeals

The post holder will be expected to assist in the management of academic Appeal cases which will involve:

- Administering and advising, on behalf of the Secretary to Academic Board, on the University systems and Regulations relating to Appeal cases, including Appeal cases referred from the Office of the Independent Adjudicator (OIA).
- Advising students in a sensitive and professional manner
- Arranging, administering and minuting Appeal Panel hearings.
- Implementing the University Academic Appeal regulations and procedures.
- Monitoring the Academic Appeals process and ensuring that recommendations and outcomes are actioned.
- Ensuring that the Student Database concerning Appeals is updated and accurate.
- Contributing to continuous improvement by making suggestions for amendments to regulations, policies and procedures

Other Duties:

The post holder will be expected to work flexibly and co-operatively as part of the broader Assessment Team within Academic Registry providing cover and assistance when necessary.

The post-holder will also be required to undertake other tasks that may be required by the Academic Registrar, with particular reference to assisting at major events such as enrolment and induction, examination invigilation, clearing and graduation ceremonies, when all administrative staff are expected to participate.

Hours 35.5 hours per week, actual daily hours by arrangement

Annual Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

PERSON SPECIFICATION

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

Education / Qualifications

Essential: Hold an undergraduate degree (or equivalent qualification or relevant professional experience)

Experience:

Essential: Experience of working in Further or Higher Education

Experience of providing advice and guidance

Experience of delivering customer-focused administrative support

Experience of using judgement to solve problems, and the ability to reach solutions

Desirable: Experience of exercising tact, confidentiality and diplomacy in dealing with high level and sensitive information

Experience of working with a large student records system

Skills:

Essential: Excellent verbal communication skills
Excellent written skills in a variety of media appropriate to the audience

Excellent IT skills using MS Office Suite and databases

Ability to organise and manage competing priorities and work under pressure

Ability to work flexibly as part of a team

Desirable:

Ability to collect, organise, analyse and manipulate data

Ability to take accurate minutes

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

Closing date for applications-see job advertisement

What Happens Next ?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please email Ursula Reed
(u.reed@mdx.ac.uk)