

**JOB DESCRIPTION**

**Job Title:** Assessment Officer

**Job Ref:** REG468

**Service:** Academic Registry

**Grade:** Grade 6

**Starting salary:** £32,893 per annum to £37,722 per annum (incl OLW)

**Period:** 2 years

**Reporting to:** Assessment Manager

**Overall Purpose**

- To work as part of the team to manage the assessment of students for modules and programmes aligned to a Faculty or Department.
- To advise on and implement assessment procedures and ensure adherence to the University Regulations.

**Principal Duties**

1. To acquire a good knowledge of University Assessment and Programmes Regulations.
2. To take a lead role as 'business partner' for a specific Faculty (and/or support another in this role) and also to provide support to the 'business partners' in other Faculty, being the central point of contact for staff within that area.
3. Network with the other Assessment Officers to ensure consistency of approach and the sharing of best practice across Departments and Faculties.
4. Responsible for managing the assessment of students for modules, and programmes aligned to a Faculty and or Departments, including out of phase assessment activity.
5. Work closely with the Directors of Programmes to ensure that Middlesex Integrated Student Information System (MISIS) assessment information is accurate and current including Programme Specifications for use in producing Diploma supplements.
6. Produce and distribute an assessment and programme calendar and deadlines in conjunction with other Assessment Officers and the Faculty Deputy Deans to the Staff and Student Helpdesk
7. Discuss extenuating circumstances (EC) with individual students, judging their case on the basis of accepted guidelines and on special circumstances, provide options for the way forward and implications for the progression of the student and refer to other agencies e.g. counselling service.

8. Record deferrals (and brief details of student's circumstances where appropriate) on MISIS and monitoring profiles, in particular for EC Panels and Assessment Board use.
9. See students at the Helpdesk as part of the rota system and on an ad hoc basis as required
10. Ensure that MISIS reflects each student's new situation and keep appropriate people informed, e.g., Heads of Department, Directors of Programmes, Programme Leaders, Module Tutors etc.
11. Input grades and other assessment information into MISIS, liaising the Department and Programme Administration Managers as appropriate to coordinate grade entry and to promote and provide training on the use of online grade entry to academic staff .
12. Liaise with Deputy Deans, Heads of Department and External Examiners in relation to scheduling Assessment Boards. Organise and act as secretary to 1<sup>st</sup> and 2<sup>nd</sup> Tier Boards and Programme Progression Committees and oversee the entry of Board decisions onto MISIS
13. Work in conjunction with the Assistant Academic Registrar (Assessment) and MISIS Central Unit to ensure integrity of all assessment related data recorded on MISIS.
14. Publish results, and manage system for production of letters and transcripts to students. Produce student transcripts/ diploma supplements. Provide advice to students on the implications of their results.
15. To work as part of the Exams Team in the preparation of the University exam periods and to assist with the running of the exams as directed by the Exams Office Manager at pre-agreed periods and to assist with the sample pack process as required.
16. Contribute to the continuous enhancement of the processes and procedures of the Assessment team.
17. Participate in and lead, as required, the daily 'communication cell' team meetings.
18. The post-holder will be required to lead/assist on various projects which are related to the post-holder's duties and areas of responsibility. This includes carrying out research, consulting colleagues inside and outside the Faculty/University, drafting reports, and making recommendations on further action.
19. Other tasks that may be required by Academic Registrar, with particular reference to major events such as, enrolment and induction, examination invigilation, UCAS Confirmation and Clearing and graduation ceremonies, when all administrative staff are expected to participate.

### **Other Duties**

1. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder
2. The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

**Hours:** 35.5 hours per week, actual daily hours by arrangement

### **MU Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

### **Fixed Term Contract**

This temporary appointment is for the following allowable reason:

- The demand for this work is uncertain at the moment and it is unclear whether this post/work will be required long term

## **PERSON SPECIFICATION**

**Job title:** Assessment Officer

As part of the application process you will be asked to demonstrate how you meet each of the following criteria and to provide appropriate examples/evidence.

### **ESSENTIAL SELECTION CRITERIA**

#### **Education**

A-level or an equivalent qualification

#### **Experience of:**

- Working in a Higher Education environment
- Organising and coordinating workloads and managing time through peak periods
- Maintaining professional relationships and providing stakeholders with a positive experience
- Managing projects that inform service improvements ensuring consistency in practice
- Servicing Assessment Boards, taking accurate minutes and monitoring actions
- Handling sensitive and confidential situations
- Pro-actively engaging in and leading continuous improvement activities and innovations

#### **Knowledge of:**

- Student management data systems
- Microsoft packages especially word and excel
- General Data Protection Regulations (GDPR) requirements

- Demonstrable commitment to fairness and the principles of equality and inclusion.

**Skills required for this post:**

- Positive attitude in approach to work and dealing with colleagues and stakeholders, working proactively, unsupervised and taking independent action and decisions
- Time management skills that allow for flexibility in approach
- Clear and concise communication with the ability to address different stakeholders in a variety of formats
- Excellent attention to detail

**Equality Diversity and Inclusion  
Essential:**

- Demonstrable commitment to fairness and the principles of equality and inclusion.

**Annual Leave:** 30 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.

**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.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

**Flexible working applications will be considered.**

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

**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 Andrea Elsik - Assistant Academic Registrar (Assessment) at [a.elsik@mdx.ac.uk](mailto:a.elsik@mdx.ac.uk)