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| **University of St Andrews**  **Registry**  **Curriculum Officer – Ref AD2038MR**  **Further Particulars for Applicants** |

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| **Academic Registry - a central administrative service** |

Academic Registry is a key central administrative service of the University supporting Schools, students, senior management and external stakeholders through admissions, the administration of student records, the co-ordination of international partnerships and study abroad, curriculum and timetabling records and the provision of associated in-year reporting. Members of staff are required to work flexibly and provide support across the Unit according to the priorities of the academic cycle. The Unit actively supports the University’s strategy of improving the effectiveness and integration of administrative processes and services with various projects and cross-unit functions.

The key services of Academic Registry are led by the Academic Registrar who is supported by a team of senior staff with all operations spread across their portfolios. Each portfolio comprises several teams currently split over two locations. While each team has a distinct focus, colleagues across the Unit work very closely together to ensure that Registry services and processes are integrated, well-considered, flexible and customer-focused. The Registry Student Journey encompasses the operations and student experience from application through conversion, matriculation, progression and award of all standard student cohorts (undergraduate and postgraduate).

Service quality and success depend critically on the liaison and close co-operation with senior management, other Units and Academic Schools, a real understanding of customer needs and requirements of the external Higher Education environment.

Registry is the steward of the institutional student record and therefore all processes and procedures assure and are designed to maintain or improve the quality, integrity and security of this information while ensuring that as much of it is available, accessible, and as usable as possible at the point of need.

There are several cross-institutional and local improvement projects under way and colleagues are expected to contribute and shape these developments.

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| **Job Description** |

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| Job Title: Curriculum Officer  School/Unit: Academic Registry  Reporting to: Assistant Registrar  Responsible for: Registry Senior Administrator  Job Family: Managerial, Specialist & Administrative | Working Hours: Full time/36.25 hours per week  Grade/Salary Range: Grade 6/£32,548 – £38,833 per annum  Reference No: AD2038MR  Start Date: As soon as possible |

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| **Main Purpose of Role** |

To support the curriculum lifecycle at the University and specifically to oversee the data management of curriculum related data in SITS: Vision.

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| **Key Duties and Responsibilities** |

1. To collect, analyse and interpret module and programme data in SITS: Vision for the purposes of publication and meeting regulatory requirements and to support related operations within and without Registry
2. To maintain module diet records and associated rules in SITS: Vision
3. To be responsible for curriculum data quality and integrity in SITS: Vision
4. To oversee the maintenance and publication of programme requirements and programme specifications pages
5. To liaise with Schools to effectively manage the annual proofing cycle of programme requirements and programme specifications
6. To liaise with Schools and others as required to ensure the effective annual proofing of module catalogue content and ensure that accurate and compliant modular content is published
7. To work with relevant staff in communicating curriculum decisions made by the Curriculum Approvals Group (CAG) to Schools
8. To interpret and encode programme rules at module and pathway level in SITS: Vision
9. To train colleagues in how curriculum-related rules apply and interact in SITS: Vision
10. To liaise with ITS colleagues over curriculum data when expertise is needed for institutional projects
11. To work with relevant colleagues in the overall quality control of curriculum-related operational processes and data flows
12. To work with the Pro Deans and other colleagues providing support, information and advice relating to curriculum activities
13. To act as Clerk to the University’s strategic Curriculum Approvals Group (CAG), circulating the agenda and papers, minuting meetings and ensuring that all actions are taken forward by members.
14. To assist the Senate and Court Office as required on Senate Regulations amendments to accommodate the changing needs of the curriculum
15. To participate in project developments which impact or rely upon curricular data
16. To work closely with the Assistant Registrars so that institutional strategic objectives are met through the operational work of the Unit
17. To assist with the maintenance of curriculum webpages and associated documentation, links, reports, etc. so that golden source curriculum data are repurposed wherever possible and appropriate
18. To support Registry Student Journey colleagues by generating student module diets for entrant and returning students
19. To work closely with Registry colleagues to ensure effective module selection and advising of the student body during Advising activities
20. To oversee the production and maintenance of user documentation and training materials for all Curriculum View (C-View) student administration products and processes
21. To liaise with colleague in Admissions, Digital Communications, Careers and Development and other Professional Service Units to ensure effective data exchange is established to ensure that up-to-date curricular data are available to all consumers
22. To support the wider work of colleagues throughout Registry providing specialist advice and assistance as required
23. To adopt the role of Product Owner for Curriculum View (C-view) student administration products including but not limited to Module and Programme proposal forms, Module and Programme proofing tools, Degree List, etc. Gather user feedback and establish priorities for submission to SA Operations
24. To attend external and internal meetings where relevant and appropriate in order to represent the Unit or specialist area.

Special Requirements:

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes** | **Essential** | **Desirable** | **Means of Assessment**  (i.e., application form, interview, test, presentation etc.) |
| Education & Qualifications  (*technical, professional, academic qualifications and training required)* | First degree *or equivalent experience* | Postgraduate degree and/or relevant professional qualification(s) | Application Form |
| Experience & Knowledge  (*examples of specific experience and knowledge sought*) | Administrative experience at a similar level preferably in a HE context  Experience of working with complex data and interpreting data outputs in a way that brings clarity to end users  Experience of managing multiple senior stakeholder relationships  Experience of working in a fast-paced environment to provide a high standard of service or project delivery | Experience of writing business logic or working with similar rules-based algorithms including layering of metadata  Experience of teaching or training in a HE context  Experience of identifying and delivering process improvements with a team | Application form,  Interview,  Presentation |
| Competencies & Skills  (*E.g. effective communication skills, initiative, flexibility, leadership etc.*) | Strong written and oral communication skills  Scrupulous attention to detail in daily tasks and projects demonstrated through excellent management and organisational skills  Excellent interpersonal skills, including the ability to listen and negotiate tactfully and effectively  Strong IT skills including MS Office (especially MS Excel) | Experience of delivering or administering similar formal processes  Experience of quality assurance | Application form,  Interview,  Presentation |
| Other Attributes/Abilities | Inspirational attitude and a strong team player with an approachable but confident manner  Ability to remain calm and deliver to tight deadlines under pressure  Ability to handle conflict and difficult behaviours and experience of successfully challenging existing practices to bring about change | Desire to develop additional relevant competencies in self and others | Interview,  Presentation |

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| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

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| **The University & Town** |

Founded in the early 15th century, St Andrews is Scotland’s first university and the third oldest in the English speaking world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, the town of St Andrews was once the centre of the nation’s political and religious life.

Today it is known around the world as the ‘Home of Golf’ and a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than 40% of the local population.

The University of St Andrews is a diverse and international community of over 11,000, comprising students and staff of over 120 nationalities. It has 8,800 students, just over 7,000 of them undergraduates, and employs approximately 2,540 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

St Andrews has approximately 50,000 living graduates, among them former Scottish First Minister Alex Salmond and the novelist Fay Weldon. In the last 90 years, the University has conferred around 1000 honorary degrees; notable recipients include Benjamin Franklin, Rudyard Kipling, Alexander Fleming, Iris Murdoch, James Black, Elizabeth Blackadder, Tim Berners-Lee and Hillary Clinton.

The University is one of Europe’s most research intensive seats of learning. It is the top rated university in Scotland for teaching quality and student satisfaction. In the Research Excellence Framework (REF) 2014 the University was ranked top in Scotland for quality of research output and one of the UK’s top 20 research universities.

St Andrews is consistently held to be one of the United Kingdom’s top ten universities in university league tables compiled by The Times and The Sunday Times, The Guardian and The Complete University Guide. The University has eight times been named the top multi-faculty university in the UK in the National Student Survey – a direct reflection of the quality of teaching, assessment and facilities. In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. It is established as a World Top 100 institution in annual rankings produced by QS and Times Higher Education.

Its international reputation for delivering high quality teaching and research and student satisfaction make it one of the most sought after destinations for prospective students from the UK, Europe and overseas. In 2015 the University received on average 12 applications per place. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

The University is closely integrated with the town. The Main Library, many academic Schools and Service Units are located centrally, while the growth in research-active sciences and medicine has been accommodated at the North Haugh on the western edge of St Andrews.

As the University enters its seventh century, it is delivering a varied programme of strategic investment, including the refurbishment of its Main Library and a major investment in its collections, the opening of a research library, the development of a major arts centre and a Music Centre, the refurbishment of the Students’ Union, the provision of 900 additional students beds, the relocation of professional services to purpose built accommodation and the development of a wind-farm and green energy centre to offset energy costs.