



Candidate Information

Position:	Education Administrator, China Queen's College (CQC)
School/Department:	School of Pharmacy
Reference:	23/111239
Closing Date:	Monday 2 October 2023
Salary:	£37,841 - £45,148 per annum
Anticipated Interview Date:	Thursday 19 October 2023
Duration:	Fixed Term available until 30/04/2024

JOB PURPOSE:

Reporting to the School Manager, the Education Administrator will provide high quality administrative support to the School Manager, Vice Dean CQC, Head of School and Directors of Education to ensure the effective and efficient administration of the China Queen's College education provision. This post is based at CQC located on CMU's Shenbei Campus, Shenyang, Liaoning, Peoples Republic of China, with travel to Belfast on an ad-hoc basis as required.

MAJOR DUTIES:

1. Provide high quality administrative support for the development and delivery of CQC education provision. This will include managing portfolios of existing programmes and providing support for developing new programmes.
2. Manage administrative processes in line with Queen's University Belfast (QUB) regulations and processes in relation to all education functions including: student recruitment, admissions and enrolment, timetabling, student exchange all aspects of programme organisation and management, new programmes and changes to programmes/modules, examinations.
3. To manage all administrative processes relating to examinations and student progress and support including preparation of exam papers, liaison with External Examiners, Exam Liaison Officers, Examinations Office etc.
4. Liaise in a timely manner with China Queen's College on securing provision of adequate facilities for the diverse education activities of CQC, including lecture theatres, laboratories, small-group teaching and examination halls.
5. Manage all aspects of the work of the CQC education committees and sub-groups, including student experience, curriculum development and quality assurance, and student recruitment.
6. Support the work of the School's Student Voice Committees.
7. Coordinate resources to effectively manage the administrative student information management processes of Queen's University Belfast.
8. To manage the CQC Education Team on a day-to-day basis including line management of a team of clerical staff.
9. Assist in the management and implementation of developments or special projects arising from School education strategies.
10. Liaise effectively with the CQC Quality and Governance Administrator in relation to internal and external quality processes for internal and external quality assurance and governance processes.
11. Liaise effectively with colleagues in China Medical University (CMU) in relation to relevant CQC education activities and initiatives, providing support as necessary.
12. Liaise effectively with colleagues in QUB professional support Directorates as necessary, in particular the Directorate of Education and Student Services, to ensure the efficient administration of the CQC education portfolio, with Global Marketing Recruitment and Admissions and the Faculty Recruitment Hub on matters of student recruitment.
13. Undertake any other duties as may be reasonably required within the general ambit of the post.

ESSENTIAL CRITERIA:

1. A primary degree, HND or NVQ level 4 or equivalent qualification OR substantial relevant experience.

2. A minimum of three years' relevant administrative experience working in an office environment in a large public or private sector organisation, including:
 - Experience of planning and progressing work activities within organisational plans, policies and regulations;
 - Experience of providing advice to a range of stakeholders;
 - Evidence of project management across a broad range of activities
 - Ability to produce and analyse information to inform complex management decisions
 - Committee Servicing
3. Experience of supervision or line management.
4. Experience of student information management systems.
5. Demonstrate understanding of administration of undergraduate and postgraduate education cycles.
6. Excellent IT skills with a good working knowledge of MS Office packages.
7. Proven analytical and organisational capability across a range of functions.
8. Ability to analyse complex problems and provide sound advice and guidance.
9. Ability to produce and analyse information to inform complex management decisions.
10. Ability to exercise initiative and work independently.
11. Ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
12. Strong influencing, negotiating and facilitating skills.
13. Highly developed oral and written communication skills.
14. Strong interpersonal skills, with the ability to lead others.
15. Ability to produce accurate work, under pressure and within agreed deadlines.
16. Ability to maintain strict confidentiality.
17. Strong commitment to the post.
18. Flexibility and willingness to work occasional irregular hours.

DESIRABLE CRITERIA:

1. Experience of working within Transnational Education.
2. Experience of working with staff and students within the Higher Education Sector.