



## Candidate Information

**Position:** Education Officer  
**School/Department:** School of Biological Sciences  
**Reference:** 24/112054  
**Closing Date:** Monday 22 July 2024  
**Salary:** £30,948 to £35,492 per annum  
**Anticipated Interview Date:** Thursday 8 August 2024

### JOB PURPOSE:

To provide professional and comprehensive support and be responsible for day to day operations management of Undergraduate and Postgraduate Taught Education within the School of Biological Sciences and Institute for Global Food Security (IGFS). The post holder will collaborate effectively with academic, teaching and support staff to contribute to the delivery of the School and Institutes key objectives. Reporting to the Education Administrator and supporting the Directors of Education (UG and PGT) in the development of Education Strategies.

### MAJOR DUTIES:

1. Develop and maintain high quality effective and efficient management information systems and maximise the use of relevant University systems (e.g QSiS, Canvas) for the administration of student records. Maintaining electronic student records and other relevant files, taking cognisance of the requirements of data protection legislation.
2. Source and analyse information and produce confidential and complex documents and reports using management information systems and software packages. This will include student data on admissions, performance, retention, progression and for internal/external reviews such as CAPE, PSR, accreditation and student handbooks.
3. Manage the high quality servicing and provision of administrative support to relevant Boards and Committees, by organising resources to service of meetings, prepare and circulation of agendas, minutes, papers and compiling action lists ensuring that all actions are followed up.
4. Responsibility for coordinating all aspects of examinations and assessments for the full complement of delivered programmes. Coordinate and quality assure grade extraction from Canvas and preparation of Grade Rosters in QSiS for the Examination Boards and act as a key contact for External Examiners, managing procedures to respond and monitor external examiner reports.
5. Responsibility for preparation of timetabling - facilitating, scheduling, maintaining and updating timetabling in relation to current and new modules.
6. Supervise and delegate work to junior staff in the School of Biological Science and Institute Office and provide relevant training where appropriate to ensure quality in service delivery.
7. Manage a range of projects and activities in relation to student administration, introducing best practice where appropriate, and contribute to the wider objectives of the School/Institute.
8. Administer relevant aspects of recruitment, admission, enrolment, induction, training and other projects/initiatives to include managing the review of applications, preparation of publicity and programme material; co-ordinate open days, induction week programme etc. to assist with meeting student recruitment and internationalisation targets.
9. Administer quality assurance and student monitoring procedures particularly with regard to student progression and student support, managing the provision of Student Support and Student Voice Committees.
10. Contribute to the drafting of reports as required by the University and in particular the Directorate of Education, Student, Services (ESS).
11. Deal with student and academics, provide high quality advice and guidance and deal with cases of a sensitive nature with discretion and ensuring confidentiality is maintained.

12. Monitor office systems and procedures ensuring their effectiveness and take necessary steps to update to take account of best practice. Advise relevant staff of such new procedures and give any guidance/training. This will include managing and maintaining an intelligent and informed oversight of the flow of information and communications to the student administration.
13. Act at a point of contact for students and academic staff involved in Education and external stakeholders.
14. Carry out any other duties which are appropriate to the post as may be reasonably requested.

**ESSENTIAL CRITERIA:**

1. \*Academic and/or vocational qualifications ie NVQ Level 3, A levels in relevant subject (or equivalent) and 4 years relevant work experience.
2. Or; substantial relevant work experience.
3. \*Experience of education administration (student/programme taught administration, from recruitment, admissions through to completion).
4. \*Experience of working directly with internal and external stakeholders, providing a high level of service.
5. \*Experience in using and interrogating management information systems, maintaining and amending records, generating reports etc.
6. \*Experience of Servicing Meetings, to include taking and drafting minutes, preparing reports.
7. IT literate with up to date knowledge of relevant computer packages, in particular databases and spreadsheets, and generation of reports from same.
8. Good oral and written and interpersonal skills to be able to deal with staff/students and external stakeholders.
9. Analytical skills to be able to interpret and report on statistical data.
10. Ability to work as part of a team.
11. Organisational and time management skills and ability to plan and organise short term activities and events.
12. Supervisory skills: Ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
13. Flexible, willing to adapt to new tasks and duties.
14. Willingness to work additional hours as required at peak times (particularly during September).
15. Annual leave periods will be restricted during peak times.

**DESIRABLE CRITERIA:**

1. Supervisory experience.
2. Relevant experience of QSIS and other integral University platforms/systems.
3. Experience in HE.

**ADDITIONAL INFORMATION:**

Informal Enquiries to [I.petrushkin@qub.ac.uk](mailto:I.petrushkin@qub.ac.uk)