See – GEN06

University of Edinburgh

Job Description Template

This template is for use in writing Job Descriptions (JDs) for any purpose. This template can be expanded as required, but should usually be no more than 2 pages long. Please consult and follow the Guidance on Writing Job Descriptions.

1. Job Details

Job title: Teaching Organisation Administrator

School/Support Department: Engineering and Electronics

Unit (if applicable): University of Edinburgh

Line manager: School Administrator

2. Job Purpose

(Normally no more than 2 or 3 sentences)

The Teaching Organisation Administrator administers all aspects of the Engineering and Electronics Teaching Programme and is Convenor of the School Recruitment and Admissions Committee and the School Undergraduate Admissions Tutor. The post enhances the service to stakeholders and relieves the academic staff of certain administrative roles thereby freeing up their time for research.

3. Main Responsibilities

(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Description</th>
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<tbody>
<tr>
<td>40</td>
<td>1. Management of the School’s Teaching Organisation activities including line management of 5 clerical staff.</td>
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<td>40</td>
<td>2. Responsible for developing the School’s undergraduate recruitment and admissions policy (as Convenor of the School’s Recruitment and Admissions Committee) including responsibility for the production and final design of all School publicity material and the direction of all School national and international recruitment drives.</td>
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<td>10</td>
<td>3. Responsibility for administrative support for the School’s assessment and examination arrangements, working with the Director of Teaching, the Subject Discipline Heads and colleagues in the College Office. Operational support for this role is provided by the School’s Senior Clerical and Examinations Officer (EETO).</td>
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<td>10</td>
<td>4. The postholder is a member of the School’s Teaching Policy Committee, Secretary to the Engineering and Electronics Board of Studies and Convenor of the School Recruitment and Admissions Committee and the School representative on the College Recruitment Strategy Committee.</td>
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4. Planning and Organising
The postholder’s role requires continuous short and long term planning to ensure continuous improvements in the administration of undergraduate teaching support at School level.

National and international undergraduate recruitment and admissions policy (and the annual Schools’ visit programme) is determined by the postholder at least 12 months in advance based on guidance from the University’s Student Recruitment and Admissions Office and the International Office, fluctuations in the market, opportunities for recruitment events and the availability and expertise of staff to attend events.

5. Problem Solving
Working with academic Subject Discipline Heads in four separate disciplines in the School to ensure commonality of approach and best practice across a wide range of areas.

Driving forward a recruitment and admissions policy for the School which is focussed and effective against an ever fluctuating pattern of intake numbers and an uncertain market.

The postholder is responsible for driving forward new developments in methods of serving students and staff, both in terms of electronic advances, and in streamlining processes between the different disciplines or adopting best practice. This is challenging in that it requires persuasion and negotiation both in regard to the changing of systems and the business processes that accompany such system changes.

6. Decision Making
The postholder takes all decisions relating to the School’s Recruitment and Admissions policy, e.g. changing the geographical focus of a recruitment drive, developing links with particular overseas partner universities. These decisions are taken after collaboration with the School’s Recruitment and Admissions Committee, academic colleagues and the International Office.

The postholder takes all decisions re the structure and remit of the Teaching Organisation.

7. Key Contacts/Relationships
The postholder works closely with the Director of Teaching and Subject Discipline Heads and the School Administrator. The postholder also works closely with the Head of School in relation to the School’s Undergraduate Scholarship programme.

The postholder has regular contact with the College’s Recruitment and Admissions Manager and with staff in the College Office and other Teaching Organisation Administrators. The postholder has contact with colleagues in Registry (Scholarships Office) and in the International Office.

8. Knowledge, Skills and Experience Needed for the Job
A first degree and three year’s professional experience ideally gained in an education-related environment. Well-developed interpersonal, communication and IT skills. Staff management experience.

9. Dimensions
Direct reports: 5
Indirect reports:
Approximate number of staff affected by the postholder: all academic staff in the School (80)
Approximate number of students affected by the postholder: 1000 undergraduate students and large numbers of enquirers/applicants.

10. Job Context and any other relevant information