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: Academic 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)

To manage the admissions process and on-course support for Postgraduate Taught and Postgraduate Research students in the School. To manage areas of Undergraduate administration (e.g. Teaching Programme Review visits, Accreditation visits, quality assurance procedures, freedom of information legislation impact) within the School's Teaching Organisation (EETO) and deputise for the Teaching Organisation Administrator. Management responsibility for 3 staff.

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>45</td>
<td>Management of the operation of the admission and on-course support to all postgraduate students (PGR and PGT).</td>
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<tr>
<td>30</td>
<td>Manage, develop and co-ordinate a number of key roles allied to the School’s Teaching Organisation and Graduate School, e.g. Disclosure Scotland legislation implementation, Freedom of Information legislation, Accreditation visits, Teaching Programme Reviews, Advisory Board meetings, the Quinquennial Review of Postgraduate Teaching.</td>
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<td>5</td>
<td>Responsible for the School’s Quality Assurance processes and documentation. Responsible for the production of all management information in this regard.</td>
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<tr>
<td>10</td>
<td>Responsible for the allocation of teaching and demonstrating to Postgraduates and Research Associates, including implementation of the Protection of Children (Scotland) Act for this cohort of teachers/demonstrators.</td>
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5. Management of the Postgraduate section (2 staff). Management of the School’s Information Systems Officer (1 staff member)

4. Planning and Organising
Postgraduate work comes from the need to put in place systems for the support of postgraduate students: agenda for this being driven by postgraduate regulations, central University/College Postgraduate Studies Committee requirements, the School’s Research Committee and the School’s Head of Graduate School. Postholder is required to plan ahead often up to 12 months in advance with milestones in place to achieve end results.

Undergraduate work comes from the cycle of TPR, Accreditation visits which require planning ahead of up to 6 months.

5. Problem Solving
Ensuring that the School has robust and efficient systems in place to support postgraduate administration whilst avoiding unnecessary duplication of effort with other offices in the University handling postgraduate applications.

Keeping abreast of the complexities of postgraduate regulations to ensure that the School is operating correctly in this regard whilst also maximising opportunities for funding, scholarship and grant support.

Working with colleagues in the EETO, IT support and across subject disciplines to ensure a co-ordinated and effective approach to TPR and accreditation visits.

6. Decision Making
The job requires all actions and decisions relating to the day to day running of the School’s postgraduate administration to be taken by the post-holder.

The postholder makes all decisions relating to the organisation of the TPR and accreditation visits.

The postholder consults widely (with academic and administrative colleagues) before implementing policy changes in postgraduate or undergraduate administration in the School.

7. Key Contacts/Relationships
The postholder works with contacts within the School, his/her main contacts being: Head of Graduate School, Director of Teaching, EETO Administrator, School Administrator, Heads of Subject Disciplines, Head of School and all staff within the EETO. The postholder has regular contact with academics across the School and contact with staff in the College Office and Old College, Development and Alumni and CPA. The postholder also has contact with external groups, e.g accrediting bodies.

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

9. Dimensions
Direct reports: 3
Approximate number of staff affected by the postholder: all academic staff in the School (80)
Approximate number of students affected by the postholder: 78 postgraduate taught and 195 research students.

10. Job Context and any other relevant information