Administrative Officer  
College of Medicine and Veterinary Medicine  
University of Edinburgh

1. Job Details
Job title: Administrative Officer  
School/Support Department: College of Medicine and Veterinary Medicine  
Unit (if applicable): CMVM Academic Administration (Postgraduate Student Administration)  
Line manager: CMVM Assistant Secretary (Academic Administration)

2. Job Purpose
The job holder is responsible for issues relating to postgraduate academic governance within the College and is required to both manage the delivery of services in support of College postgraduate teaching activities and the administrative processes underpinning them.

3. Main Responsibilities

1. Secretary to the College of Medicine and Veterinary Medicine Postgraduate Studies Committee. This includes the preparation of agendas, minutes and related papers as well as ensuring appropriate action has been taken and any necessary reports have been produced following meetings.  
Approx. % of time: 10

2. Preparing reports and papers for the Senatus Postgraduate Studies Committee (SPGSC) and, where relevant, dissemination of appropriate information from SPGSC to the College and the four schools.  
Approx. % of time: 5

3. Providing advice and guidance to academic staff and students to ensure institutional requirements are met.  
Approx. % of time: 15

4. Provision of administrative support to facilitate a high standard of QA in postgraduate studies. This includes facilitation of quinquennial reviews, managing the external examiner system, monitoring admissions requirements, examination results and Boards of Examiners recommendations and ensuring College level and institutional QA requirements are met.  
Approx. % of time: 20

5. Monitoring individual student progress and being alert to potential problems.  
Approx. % of time: 10

6. Responsibility for College level postgraduate induction, matriculation and graduation arrangements.  
Approx. % of time: 10

7. Supervise and develop the postgraduate student administration support team so that staff have the motivation and skills to deliver required levels of performance. Develop and implement administrative/clerical procedures to underpin agreed postgraduate policy regarding teaching.  
Approx. % of time: 15

8. Update annually and/or when appropriate the University Degree Regulations and Programmes of Study, Teaching Load and CCAMS entries in liaison with Schools and programmes.  
Approx. % of time: 10

9. Liaise with Registry and other central University services.  
Approx. % of time: 5

4. Planning and Organising
Long term planning is essential. The job holder must organise and plan matriculation, induction, DRPS submissions, annual reports and graduation in good time and communicate these requirements to academic and administrative staff. Committee meetings must be planned in the previous academic year to fit in with Senatus meetings, DRPS deadlines. Committee business must be organised a month in advance, liaising with School Representatives about papers. The job holder will also carry out a range of duties that require continual prioritisation, and must deal with conflicting priorities and deadlines.
5. Problem Solving
The job holder must be aware of problems that are likely to arise and be able to foresee and avert difficulties. S/he must be able to respond quickly and flexibly to unexpected problems in areas such as admissions, student progress, supervisory or examination issues.

6. Decision Making
The job holder must decide how to deal with problems, resolving these where possible or directing them to the relevant person or committee. S/he will determine priority of own work and the work of the Postgraduate Student Administration team.

7. Key Contacts/Relationships
The job holder will establish and maintain good working relationships with a range of internal and external contacts. This includes: day to day work with academic, administrative and clerical staff within the Postgraduate Directorate Team, postgraduate students within the College and senior administrative and academic staff within the College with a responsibility or involvement in postgraduate studies; contact with external examiners in other HE institutions; work with administrative colleagues within the College and wider University, including Registry.

8. Knowledge, Skills and Experience Needed for the Job
- Educated to degree level
- A minimum of three years administrative experience preferably within a Higher Education environment
- Good communication and interpersonal skills enabling effective communication at all levels within the University
- Good team player role
- Ability to prioritise a large workload effectively
- Excellent IT skills to include proven use of Access and Excel. Web editing skills would be highly advantageous.
- Proven ability to create and maintain good relationships, naturally consultative
- Experience in a client centred environment
- A mind for detail
- Supervisory skills

9. Dimensions
Line Manager for 2 Clerical Staff; Service 2 College Committees. Customers include 950 students on programme: responding to queries, providing advice, maintaining QA standards; 150 examiners (internal and external) and 500 University and NHS staff acting as supervisors and programme directors.

10. Job Context and any other relevant information
The Directorate of Postgraduate Studies and International Affairs within CMVM encompasses the Graduate School and the PG College Office. As a result the PG College Office also acts as a School Office in some respects and takes on the associated added responsibility.

11. Verification
I agree that this job description conveys an accurate description of this job.

Manager:  Job title:  Name:  Signature  Date

Job holder:  Staff number  Name  Signature  Date