University of Edinburgh
Job Description

1. Job Details

Job title: Administrative Officer for Teaching

School/Support Department: School of Philosophy, Psychology and Language Sciences

Unit (if applicable):

Line manager: School Administrator

2. Job Purpose

Responsible for the provision of support and guidance for all Teaching administration across 3 diverse and complex subject areas, in 4 locations, and the line management of the secretarial support in these areas.

3. Main Responsibilities

1. Advise the Director of Undergraduate Studies and other academic staff on the effective administrative implementation of University policies, regulations and procedures which relate to teaching and ensure effective implementation of these. E.g. course approval procedures, student records, examination administration, academic audit, and quality assurance. Harmonise practices and procedures across the School, liaising closely with College and other School for best practice. 20

2. Line management of 6 secretaries (6FTE) to deliver efficient and effective undergraduate teaching support with responsibility for staff appointments, training, setting of priorities, motivation and appraisal. 20

3. Secretary to the PPLS Undergraduate Teaching Committee and Board of Studies, providing high quality pro-active administrative support, including drafting minutes, reports and policy documents as required. 15

4. Ensure information on undergraduate course and student administration is kept up-to-date. This includes overall responsibility for checking of programme specifications, degree programme tables and electronic course information. 15

5. Regularly review administrative procedures across the School and initiate changes and develop and implement new policies in the areas of teaching, as necessary, to meet changing requirements. 10

6. Act as central point of contact for all teaching administration enquiries and for specific tasks. E.g. exam boards, learning profiles, special circumstances forms, to ensure a central record is maintained and information is passed timeously. 15

7. Act as central point of contact for Project Euclid, providing information on School practice and ensuring effective communication and involvement from all staff. 5

Approx. % of time
4. Planning and Organising
- Plan and organise weekly meetings with secretarial staff to cover best practice, changes in procedure, including forward planning by semester, key tasks, to ensure smooth running of Academic cycle.
- Plan and organise Board of Studies and UG Teaching committee meetings, ensuring that business is brought to these meetings at the appropriate time to comply with deadlines set by central university administration e.g. College, Registry.
- Plan and organise own workload requiring a thorough understanding of School, College and University factors that could influence functions and projects.

5. Problem Solving
- Majority of problem solving is done independently managing a wide range of problems associated with complexity of the School structure.
- Follow up of academic staff to meet deadlines

6. Decision Making
- Prioritising a complex workload and co-ordinating the priorities of 6 secretarial staff.
- As the main point of contact for Teaching administration within the School the postholder determine the appropriate way to handle enquiries both internally and externally, referring exceptional matters to line manager.

7. Key Contacts/Relationships
- All teaching academic staff within PPLS.
- Academic and Undergraduate teams within CHSS.
- Registry, Student Admissions, Disability Office.
- External examiners

8. Knowledge, Skills and Experience Needed for the Job
A degree or equivalent qualification plus a minimum of 2 years relevant administrative experience or a minimum of 5 years experience in a similar or related area.
Ability to manage a minimum of 6 staff
Well developed skills in planning work, prioritisation, allocation and delegation of work.
Exercise judgement and initiative
Excellent communication skills
In depth working knowledge of University policy, practice and student systems

9. Dimensions
- 6 Direct Reports
- 1 indirect report
- 100 academic teaching staff
- 4 locations
- 950 students

9. Job Context and any other relevant information
- Subject areas are located across 4 sites within the Central area.