University of Edinburgh

Information Officer/Administrative Officer

1. Job Details

Job title: Information Officer/Administrative Officer (0.6 FTE)
School/Support Department: Office of Lifelong Learning
Line manager: Director of OLL

2. Job Purpose

To develop and maintain systems for financial monitoring, reporting and planning, provision of continuing education statistical information to SHEFC and supervision of Quality Assurance CPE provision, with project work as required by OLL.

3. Main Responsibilities

1. Responsibility for the development and maintenance of all internal OLL financial procedures and systems and all financial monitoring and reporting of OLL finances to ensure information is accurately reported to Senior Management, Finance Office Departments and CHSS.

2. Ensuring all OLL procurement processes are in line with University guidelines and comply with legal requirements and follow best practice.

3. Responsibility for provision of all statistical information to SHEFC on continuing education courses, collation of information from OLL and reporting to Planning to ensure CE students included in University returns. This also includes collation and reporting of “fee waiver” student information which is returned separately to Registry to ensure that we can accurately record and reclaim funds from SHEFC.

4. Joint responsibility to supervise and develop Quality Assurance Procedures regarding student feedback and to report back results to Course Organisers and Senior Management, also to ensure complaints quickly and appropriately dealt with.

5. Project work including research into student demographics and design of surveys of current and previous students to assist Senior management identify students who fulfil “Widening Participation Criteria” and investigate progression and therefore “success” of specific programs of study (Credit for Entry, Access, Moving On)

4. Planning and Organising

A high level of initiative, flexibility and foresight is required to plan and organise own work to meet internal and external deadlines
Reconcile budgets on a monthly basis, setting budgets on an annual basis
Plan for collation and reporting of SHEFC data on a 6 monthly basis
Planning and supervision of Student feedback by term

5. Problem Solving
Development and improvement of administrative systems within OLL with particular regard to database structures (OLLie AND Cupid) and reporting mechanisms for reconciliation with efinancials.
Design of surveys to determine specific required student information in collaboration with Course Organisers and/or CPE co-ordinator.
Develop internal procedures to ensure end of year financial adjustments are accurately recorded for reporting to College accountants annually, liaison with Deputy Directors for both CPE and CPD.

6. Decision Making
Prioritisation of workload in line with reporting responsibilities and current situation with regard to financial transactions
Timetabling of tasks for longer term financial planning (5 year budget plans)
Initiation of new procedures to improve internal systems (database set-up) after consultation with affected staff. (e.g Course offer set-up and enrolment for Languages 05/06)

7. Key Contacts/Relationships
Liaising with Planning, Registry in line with SHEFC reporting schedules and Annual Reports.
Working with MIS and EUCLID project regarding database management and improvement. Liaising with Finance Office for financial monitoring and budgetary control. Liaising with secretarial staff for financial reconciliations and tracking documentation, liaising with Insurance services for the maintenance of OLL Insurance policies.

8. Knowledge, Skills and Experience Needed for the Job
High degree of communication skills, particularly with regard to report writing. Numerate and proficient in dealing with finance and statistics and in the use of appropriate IT packages. Knowledge of departmental and University infrastructure, policies and procedures. Understanding of Research techniques and methodology. Understanding of database design and ability to design own queries and reports.

9. Dimensions
Responsibility for the administration systems to support OLL’s turnover of £2 million a year which is made up of 60% fee and 40% grant income. Supervision of Quality assurance and statistical reporting systems to support 4,000 annual enrolments on CPE courses.

10. Job Context and any other relevant information
OLL organises, delivers and monitors CE provision within the University and handles approximately 11,000 (CPE & CPD) student enrolments annually. The OLL CE student numbers approximate 120 FTE Credit and 1000 FTE non credit.