University of Edinburgh

Job Description Template

1. Job Details
   Job title: Teaching / General Support - Teaching Programme Administrator
   School/Support Department: School of Physics
   Line manager: School Administrator

2. Job Purpose
   Provide management for all aspects of the School's Undergraduate Teaching Programme. Manage the School Teaching Office and provide executive-level support for the Teaching Management Group, Programme Coordinators, Course Organisers, and Directors of Studies. Provide overall management for publicity and recruitment activities.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Manage all teaching-related activities in support of the undergraduate programme, including line management of 3 clerical staff, and co-ordination of undergraduate teaching activities across the School; this includes responsibility for organising the School's Teaching Management Group (TMG) and Board of Studies. Manage externally driven activities such as Teaching Programme Reviews and accreditation by professional institutes. Manage the information content in both internal and University databases, and on School web pages.</td>
</tr>
<tr>
<td>2. Responsible for administrative support for the School's assessment and examination programme, setting a strictly defined schedule for actions and meetings which requires a high level of care and attention to security issues. This includes liaison with External Examiners and with other Schools involved with combined-honours programmes. Act as secretary to Boards of Examiners and Special Circumstances Committee meetings.</td>
</tr>
<tr>
<td>3. Develop and provide support for Programme Coordinators, Course Organisers, and Directors of Studies through oversight of all aspects of course support provided by the undergraduate teaching office; provide advice to both staff and students on School and University assessment regulations and procedures.</td>
</tr>
<tr>
<td>4. Responsible for administration of the School's Publicity and Recruitment activities, by overseeing arrangements for the handling of undergraduate applications, the UCAS Visit Days, University Open Days, and the provision of recruitment material; day-to-day activities are delegated to the Undergraduate Recruitment Co-ordinator. Responsible for implementation of recommendations from the School's Publicity and Recruitment Committee.</td>
</tr>
</tbody>
</table>

4. Planning and Organising
   The postholder requires to plan and organise the work continuously on both the short and long term, for example:
   - Take on the organisation of new teaching projects within the School (e.g. major changes to programme structures), which may run over several years.
   - Guide proposals from academic staff for new courses or degrees through the University approval process over the academic year cycle.
   - Obtain and analyse student recruitment figures, teaching load data and staff teaching/administration workloads to allocate teaching, demonstrating and examination duties normally three to four months before the new session begins.
• Plan improvements to local data management systems well ahead so that the software and systems can be prepared, tested and ready for clerical staff to use at the beginning of the new session.

5. Problem Solving
Examples include:
• Developing and introducing new developments in procedures to improve processes or adopt best practices. This requires persuasion and negotiation skills to obtain their acceptance by staff.
• Devising procedures to improve co-ordination of the assessment process across the School where undergraduate teaching staff and associated programmes are based on two sites.
• Analysis of management data from the student record to understand the underlying reasons for student progression problems, presenting the analysis and making recommendations to the Teaching Management Group.

6. Decision Making
Examples of decisions the postholder will take include:
• Deciding on the structure of the Teaching Office and making recommendations for change; arranging for appropriate training of the teaching office team and conducting appraisals.
• Providing guidance on University and Course/Programme Regulations in relation to individual student problems, prior agreement for concessions, transfers and accreditation data
• Design and implement questionnaires to improve collection of data for management information
• Allocation of examining duties for academic staff (in consultation with Director of Teaching)

7. Key Contacts/Relationships
The postholder’s key contacts include:
• within the School – works closely with the Director of Teaching, Course Organisers, Teaching Office staff, the School Administrator, academic and technical staff, and undergraduate students.
• within the University - Registry (arrangements for special needs students, examination and student record issues, EUCLID project); and College Office (Quality Assurance issues); other Teaching Organisations (e.g. liaison for combined-honours degree programmes); Policy and Planning (student appeals).
• outwith the University – External examiners; potential students and parents.

8. Knowledge, Skills and Experience Needed for the Job
A Higher Education degree (or equivalent qualification) with three years’ professional experience showing proven administrative ability; knowledge of HE procedures and practices, committee servicing, and effective staff management experience; highly developed IT skills, including database design experience, and the ability to adapt to new systems and tools; excellent communication skills (written and oral); well developed skills in the planning, prioritisation, allocation and delegation of work.

9. Dimensions
• Direct reports: 3 Teaching Office clerical staff
• Approximate number of indirect reports: 2
• Approximate number of staff affected by the postholder: 50
• Financial: awareness of budgets for demonstrating, labs, upgrades – approx £150k
• Approximate number of students/customers affected by the postholder: 40 postgraduate demonstrators / tutors; 500 undergraduates over 10 single honours and 3 combined honours programmes; 750 applicants per year relating to applicants’ visits.
10. Job Context and any other relevant information

School representative on various groups within the University driving forward developments in teaching organisation in systems and processes. Responsible for Freedom of Information and Records Management for the School and act as a University Practitioner.