1. Job Details

Job title: Senior Administrative Officer (Academic)
School/Support Department: College of Humanities and Social Science
Unit (if applicable): Academic Section
Line manager: Deputy College Registrar

2. Job Purpose

To manage the work and staffing of the Academic section of the College Office, and to work closely with the Deputy College Registrar and Deanery on College academic strategy, policy and procedures in order that they run smoothly, remain relevant and contribute to the assurance and enhancement of teaching quality in the College.

3. Main Responsibilities

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<th>Approx. % of time</th>
<th>Description</th>
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<tr>
<td>5%</td>
<td>1. Contribute to overall College academic strategic planning, advising and supporting the Dean of Undergraduate Studies and the Deputy College Registrar.</td>
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<td>25%</td>
<td>2. Support the Associate Dean (QA) to develop and manage the College’s Quality Assurance and Enhancement processes: assist Associate Dean (QA) to produce annual College QAE report and other papers / reports, and to develop and implement quality enhancement initiatives (eg Teachability); with Associate Dean (QA) provide main point of contact for the University’s accreditation of ECA degrees, and the incorporation of OLL into the College’s QAE procedures; Secretary to College QAE Committee and other QAE related Committees.</td>
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<td>3. Advise on the development and implementation of academic strategy, policy and procedures, for example: anticipate and advise on the implications of developments at University and national level; advise on College regulations in relation to student withdrawals and transfers; represent College on Committees / working groups; work with Old College annually to refine degree programme regulations; refine procedures for CHSS disabled students; in 2005-06 undertake major review of fee payment structure for undergraduate external examiners, and keep under review in future years.</td>
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<td>4. Advise on the development and implementation of the College’s Learning and Teaching Strategy, including: assisting Associate Dean (L&amp;T) to draft the Strategy, taking into account wider thinking regarding L&amp;T and relevant research; Secretary to Learning and Teaching Strategy Working Group; other administrative support to Associate Dean (L&amp;T) as required.</td>
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<td>5. Secretary to the College Library Committee, the College Equality and Diversity Committee, and other Committees / groups as required.</td>
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<td>6. Manage and oversee the work of the Academic section to meet College objectives: undertaking team planning; adjusting workload and priorities; running appraisal and identifying training needs.</td>
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<td>7. Develop and maintain the Academic section’s part of the CHSS website, to ensure that it includes relevant information and is fit for purpose.</td>
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<td>8. Any other duties as required by the College.</td>
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4. Planning and Organising
- Postholder plans and largely self-generates work, often with reference to the academic year.
- Planning and monitoring progress regarding the workload of the whole Academic section.
- Receives unanticipated jobs from Deputy College Registrar or Deans, and has to reprioritise other tasks in order to accommodate them into the required timescale.

5. Problem Solving
- Anticipating and responding to changes in organisational policy or procedures.
- Clarifying complex policy issues.
- Resolving staffing issues.

6. Decision Making
- Prioritising competing demands on the postholder and overall Academic section.
- Advising College staff on College academic policy and procedures.
- Assisting Deanery and Deputy College Registrar to weigh up the strategic implications of proposed developments of College academic policy and procedures.

7. Key Contacts/Relationships
- Dean of Undergraduate Studies, three Associate Deans, the Deputy College Registrar, and Committee conveners. Other key contacts: Registry, Academic Affairs, academic managers (eg Directors of Undergraduate Teaching and School QAE representatives) and School Administrators.

8. Knowledge, Skills and Experience Needed for the Job
- High intellectual calibre – good honours degree and career achievements.
- Wide knowledge of processes in the University and wider.
- Capacity to think strategically, manage change, and formulate and offer clear and practical advice on complex policy issues.
- Strong management skills.
- Strong communication skills, including report-writing skills, and oral presentation skills.
- Negotiation skills, for example to work with Old College or Disability Office to develop policies and procedures appropriate to the College.
- IT skills, for example understanding of student record systems.

9. Dimensions
- Managing team of four staff, directly managing two administrative and one clerical / secretarial staff.

10. Job Context and any other relevant information

11.