

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	[University Centre Leeds]
Core Job Role:	N/A
Job Title:	Senior Examinations and Assessments Officer
Reports to:	HE Registrar
Grade	C
Date of compilation:	23/01/24

ROLE SUMMARY:

This highly motivated Senior Examinations and Assessments Officer in managing and developing the institution's processes for the organisation and conduct of all formal examinations and assessments.

The post holder will provide secretary support to the Board of Examiners and its associated sub-committees, and will manage the dissemination of results and certification to Leeds Conservatoire and University Centre Leeds students, staff and external bodies.

SPECIFIC ROLE RESPONSIBILITIES:

1. Support the HE Registrar in managing and developing the institution's processes for the organisation and conduct of all formal examinations and assessments.
2. Provide secretary support to the Board of Examiners and its associated sub-committees.
3. Manage the dissemination of results and certification to students, staff and external bodies.
4. Co-ordinate the recruitment, induction, and activities of External Examiners, and assessors and invigilators where necessary.
5. Operate the running of examinations and ensure that examination regulations are met.
6. Manage the identification of student prizes after the Board of Examiners
7. Arrange the publication of results to students and despatch results and certificates
8. Evaluate and review examination and assessment procedures and implement any improvements and/or prepare papers on examination and assessment issues for consideration by relevant committees
9. Oversee the validation of assessment marks input into the Higher Education student records system, liaising with academic staff.

10. Support activities to ensure that the funding and completion status of each student record is accurately maintained and up to date at all times
11. Maintain the Examinations filing and ensure up to date information is maintained for all internal and external examination processes.
12. Provide study details and results confirmation service to ex students and others with a bona fide reason for seeking such information.
13. Work with the MIS department on the development of database systems to facilitate communication with Examinations Boards and assist in the production of reliable and detailed management information.
14. Support in the planning and preparation associated to the annual Graduation event.

CORE RESPONSIBILITIES:

15. Attend and contribute to team meetings, planning days and other departmental staff events.
16. Liaise with external agencies as required.
17. Represent higher education on relevant cross-group committees/forums.
18. Engage in policy development and review activities.
19. Develop and maintain offline and online information and communication, which provides students and staff with access advice, guidance and signposting.
20. Run focus groups and surveys to gather staff, student and other stakeholder feedback to inform planning and development of resources.
21. Participate in open days, student activities, awareness arising events, and enrolment where required, which will involve occasional weekend and evening work.
22. Work flexibly as a member of the Registry team.
23. Attend and contribute to team meetings and staff development activities, sharing information and best practice.
24. Provide information and data to enable timely reports to be collated.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Senior Examinations and Assessments Officer
Department	HE Quality and Standards

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 5, foundation degree, degree or equivalent relevant experience	A
E	Q2. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A
E	Q3. Relevant up to date subject knowledge and recent experience in the Higher Education sector	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working within FE/HE exams and/or registry functions	A / I / P
D	EK2. Experience of managing or coordinating a small team	A / I

E	EK3. Experience of using a range of IT systems including Microsoft packages.	A / I
D	EK4. Experience of working with higher education academic regulations	A / I / P
E	EK5. Working with a range of internal and external stakeholders at all levels to understand and meet their requirements.	A / I
D	EK6. Knowledge of the HE Regulatory Framework and relevant review methods.	A / I / P
D	EK7. Experience scheduling stakeholder meetings and facilitating communication between multiple audiences.	A / I
E	EK8. Experience working on administrative tasks and producing various types of documents including plans, schedules, and reports.	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent interpersonal skills which can be adapted to meet the needs of students, colleagues and other partners.	A / I
E	SC2. Excellent written and verbal communication skills, with the ability to work with staff at all levels and provide excellent customer service.	A / I / P
E	SC3. Able to develop, implement and coordinate plans	A / I
E	SC4. Consistently good attention to detail and accuracy whilst working under pressure to meet tight timescales/targets.	A / I
E	SC5. The ability to make information accessible to internal and external stakeholders at appropriate levels	A / I
E	SC6. Able to work well both as a member of a team and using own initiative	A / I

E	SC7. The ability to manage own workload effectively and flexibly in order to meet deadlines.	A / I
E	SC8. Excellent organisation skills such as time management, delegation, planning, and goal setting.	A / I
E	SC9. Accurate and objective record keeping	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I