

Job Description

Group Member:		Luminate Group Services	
Job Title:		Administrator Data and Student Records	
Reports to:		Deputy Head of Data and Student Records	
Job Grade	LEG B	Department	HE Quality and Standards

ROLE SUMMARY:

This highly motivated Administrator Data and Student Records will provide support for data and student record housekeeping and reporting accuracy relating to higher education at University Centre Leeds (UCLeeds).

The post holder will support the continued accuracy and monitoring of student data (HE, FE and Apprenticeships) in the Student Information System (SITS) and ProSuite, ensuring that there is delivery of high-quality student data in support of a range of statutory returns, collection of income, strategic planning.

SPECIFIC ROLE RESPONSIBILITIES:

1. Maintain accuracy of UCLeeds HE, FE and Apprenticeship student records and student data;
2. Be solutions focussed and support the data administrative requirements of University Centre Leeds;
3. Monitor and support completion of UCLeeds HE, FE and Apprenticeship student enrolment records to ensure accuracy of data in line with key reporting deadlines;
4. Provide administrative support to manage student lifecycle information and changes, including checking completion of change requests, student transfers, withdrawals and suspension of studies/repeat years;
5. Monitor the administration of timetables, registers and attendance-related data, and provide reports as required;
6. Support with the accurate administration of retention, achievement, completion and continuation data sets and reports;
7. Monitor the administration of student progression and graduate destination data and provide reports as required;
8. Contribute to the development of databases for timely and accurate reporting of key data sets;
9. Set up quality data systems and ensure that Heads and Managers within each department have access to this information and use it effectively in reporting, decision making, and to improve key performance indicators and outcomes for students studying UCLeeds HE, FE and Apprenticeship programmes;
10. Provide information, reports and statistical returns as required;

11. Act as a point of contact for staff and students to respond to student record and data administration and/or wider Registry queries;
12. Work as part of a team to continually enhance the service, including providing administrative support to Registry as required;
13. Support in the planning and preparation associated to the annual Graduation event.

CORE RESPONSIBILITIES:

1. Attend and contribute to team meetings, planning days and other departmental staff events, sharing information and good practice.
2. Liaise with external agencies as required.
3. Represent higher education on relevant cross-group committees/forums.
4. Engage in policy development and review activities.
5. Develop and maintain offline and online information and communication, which provides students and staff with access advice, guidance and signposting.
6. Run focus groups and surveys to gather staff, student and other stakeholder feedback to inform planning and development of resources.
7. Participate in open days, student activities, awareness arising events, and enrolment which will involve occasional weekend and evening work.
8. Work flexibly as a member of the HE Quality and Standards Directorate.
9. Provide information and data to enable timely reports to be collated.
10. Any other duties that are specific to the department.
11. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
12. Ability to participate in evening/weekend work as required.

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 the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

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

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Administrator Data and Student Records
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 is 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. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / C / I
D	Q2. Level 5, foundation degree, degree or equivalent relevant experience	A / C / I
D	Q3. Relevant up to date subject knowledge and recent experience in the Higher Education sector	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of using a range of IT systems including Microsoft packages.	A / I

E	EK2. Experience working on administrative tasks and producing various types of documents including plans, schedules, and reports.	A / I
E	EK3. Experience working with databases and/or CRM systems	A / I
D	EK4. Experience of working within FE/HE course administration and/or Registry functions	A / I
D	EK5. Experience of working with higher education academic regulations and knowledge of HE Regulatory Framework and relevant review methods.	A / I
D	EK6. Experience of building and maintaining strong internal and external working relationships and working in a confidential manner.	A / I
D	EK7. Knowledge and/or experience working to ensure compliance with UKVI regulations when sponsoring students to study	A / I
D	EK8. Experience working with Tribal (SITS) and/or ProSuite products, or similar Student Information Systems	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
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