Royal Agricultural University

Registry Officer (Assessment)
Job Description

The Role

Job title:	Registry Officer (Assessment)
Department:	Academic Services
Responsible to:	Assistant Registrar (Student Records, Operations and Returns)
Location:	Cirencester
Salary:	Grade 6: £26,341 to £31,406 per annum
Term:	Full-time, 35 hours per week, permanent
Relationships with:	Academic Services teams, students, academic staff, invigilators, external examiners.

Purpose

The postholder will manage the operational delivery of the end-to-end assessment's lifecycle and act as secretary to the University's Boards of Examiners; this will include maintaining assessment records, overseeing formal exams, coordinating marks entry processes and producing award documentation. Assessment activity at the RAU will cover the full breadth of the University's provision, including our international partners, and our franchised and validated provision in the UK. The postholder will provide definitive advice and guidance to students, academic staff, panel members, partner institutions and other members of the University community on the proper management of assessment processes. The postholder will report to the Assistant Registrar (Student, Records, Operations and Returns) and will contribute to the work of the team, and wider Academic Services directorate, as required.

The University is trialing a hybrid approach to work; there will be some capacity for working remotely however, you will be expected to be present on campus on a regular basis each week, and fully during assessment periods in January and May, and during Exam Boards scheduled periodically throughout the year.

Key Responsibilities

1. Overseeing the effective administration of the end-to-end assessment lifecycle at the RAU and our collaborative partners, working with attention to detail and ensuring accurate data entry and communication at all stages.

2. Creating and maintaining module assessment records in the student record system as a single source of truth; ensuring total alignment with the academic regulations and the definitive module specification for each module.

3. Liaising with learning technologists to deliver an effective process for ensuring assessments in the virtual learning environment (Gateway) are consistent with the student record system.

4. Coordinating the delivery of formal examinations, including the secure preparation and production of exam papers, appointment of invigilators and scheduling arrangements in liaison with the University's Timetabling Officer.

5. Managing the marks entry lifecycle including;

- Communication of key dates to academic staff
- Liaising with colleagues regarding extensions and referrals
- Ensuring appropriate moderation activity has taken place
- Tracking marks as they are entered, resolving any anomalies with academic staff.
- Running assessment, module, programme and award calculators

6. Liaising with key stakeholders at the RAU, and our collaborative partners, regarding the status of individual students and the completeness of assessment records in the student record system. This will include the Director of Academic Services, Heads of School, Programme Leaders, academic staff and key professional service contacts at our collaborative partners in the UK and overseas.

7. Acting as secretary to the university Board of Examiners, including for collaborative partners, scheduling meetings, preparing reports and taking accurate minutes.

8. Managing the release of results to students ensuring timely communication at key stages of the process and resolving student any related student queries.

9. Providing advice, guidance and training to staff involved in assessment processes (e.g. Chairs of Board of Examiners, Invigilators etc.) regarding the proper interpretation and implementation of assessment processes so that they can fulfil the responsibilities of these roles effectively.

10. Producing and distributing degree certificates and academic transcripts, and reporting student award data to relevant accrediting bodies.

11. Monitoring, analysing, and reporting on the University's assessment-related procedures to ensure they are effective, fit for purpose and are aligned to best practice in the sector.

12. Demonstrating at all times, good data management practices and compliance with data protection legislation, including confidentiality and security.

13. Making a significant contribution to the work of the team. Supporting the overall objectives of Academic Services, assisting other areas as and when required.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that always safeguards the health and wellbeing of children and vulnerable adults. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities regarding safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on university premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Educated to degree level	Desirable	Application form
A professional qualification in Higher Education administration	Desirable	Application form

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Demonstration of continuous professional development and keeping abreast of sector practices	Essential	Application form
Knowledge, Experience and Skills:		
Considerable experience in Higher Education administration, demonstrated through relevant roles at a similar level.	Essential	Application form Interview
Experience of supporting assessment processes including marking, moderation, marks entry and exam boards.	Essential	Interview
Experience working with complex student record systems with an understanding of data protection legislation.	Essential	Application form Interview
An understanding of effective stakeholder management techniques with experience of providing a supportive approach when dealing with difficult stakeholders.	Essential	Application form Interview
Ability to work independently, with minimal supervision, and on own initiative.	Essential	Application form Interview
Excellent written communication skills, including an ability to write clearly and concisely with a consistent tone of voice that is appropriate for the audience.	Essential	Application form Interview
The confidence and ability to direct staff assisting in the assessment process (e.g. invigilators, academic staff).	Essential	Application form Interview
Experience servicing committees with the ability to write clear and accurate reports	Essential	Application form Interview
Excellent IT skills including a comprehensive grasp of Office suite applications	Essential	Application form Interview
Ability to work flexibly according to the demands of the role, including availability during assessment periods.	Essential	Application form Interview
Excellent organisational and forward planning skills and excellent attention to detail.	Essential	Application form Interview

Application Procedure

If you are interested in applying for this role, please send:

- University Application Form together with the Equal Opportunities Monitoring Form available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.

Reviewed July 2022

- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.

- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role

- **Closing date**: Sunday 14 August 2022 with **Interviews on:** Wednesday 31 August 2022.

- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level