

**Support and Professional Services**

**Academic Registry**

**Principal Officer (External Returns)**

**ZZ600711**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £29,301 to £32,958 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Principal Officer (External Returns) |
| **Grade:** | 6 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:**  **Location:** | Academic Registry |
| **Position Reference No:** | ZZ600711 |
| **Cost Centre:** | 47308 |
| **Responsible to:** | Senior Registrar (External Returns) |
| **Responsible for:** | Not Applicable |
| **Effective date of job description:** | November 2016 |

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| **Purpose of Job:** |
| 1 To lead and contribute to improvements in data quality and integrity through the development, implementation and maintenance of a coherent framework of data validation.  2 To be operationally responsible with other external returns colleagues for the production, validation, and submission of the student related returns.  3 To undertake the production of reports and other data outputs using appropriate tools and in response to requests for data and information. |

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| **Key Responsibilities:** |
| 1 Develop and maintain the framework of data validation by enhancing and/or implementing mechanisms to identify and report on records that do not meet the required data standards.  2. Participate in the process of data validation and verification with other colleagues through the regular identification, analysis and correction of records in error to ensure valid and accurate data.  3. Participate in the development of any detailed operational activity plans to ensure that external returns are completed successfully.  4. Participate in the preparation, validation, and submission of the various student related external returns following appropriate internal and external guidelines taking a lead responsibility where appropriate.  5. Design, develop, and produce efficient and effective solutions to support operational, management and strategic level reporting requirements arising from student related external returns outputs.  6. Develop and maintain a sound working knowledge of relevant internal business processes and external statutory reporting requirements to inform any possible changes to those areas.  7. Participate in the regular review of the supporting business processes to ensure they are; thoroughly documented, communicated to relevant staff, and changed to accommodate any required changes.  8. Provide support and guidance to staff across the University in relation to business processes that may affect or be affected by the external returns process.  9. Provide information for and, where appropriate, undertake the development and maintenance of any internal and external web pages associated to the external returns and data standards area.  10. To undertake any other duties as reasonably required by the Senior Registrar (External Returns) and Assistant Registrar (External Returns) |

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| **Working Relationships:** |
| Working and communicating with;  1. External Returns and Data Standards colleagues  2. Other Registry Colleagues; Admissions, Student Admin Division, Quality Management Division, Timetabling, Registry Support and Development Service  3. Faculties; Primarily Faculty Registrars and Faculty Validation Officers  4. Departmental administrative staff; School Managers, Course and Unit administrators  5. Information Services; Business Analysts and Applications Development staff  6. Departmental academic staff when appropriate; Heads of Department /Subject and course leaders  7. Representatives of external agencies; Higher Education Statistics Agency (HESA), Higher Education Funding Council for England (HEFCE), Skill Funding Agency, Ellucian, Other universities |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1** | **Specific Knowledge & Experience** |  |  |
|  | Experience of administrative business processes and the associated corporate database systems in Higher Education, Further Education or a comparable type area. | E | AF, S |
|  | Experience and skills in undertaking data validation and correction on a regular basis. | E | AF, S |
|  | Experience and skill in defining and implementing data quality rules and the associated validation mechanisms. | D | AF, S |
|  | Practical experience of producing regular large volume data reports/returns and other outputs in Higher Education, Further Education or a comparable type area. | E | AF, S |
|  | Experience of planning, organising, and prioritising workloads and successfully meeting strict deadlines. | E | AF, S |
|  | Experience in documenting business processes, systems, and information for dissemination and use by colleagues. | E | AF, S |
|  | Experience of analysing and reviewing processes, systems and information to identify issues and areas for change. | D | AF, S |
|  | Practical experience from involvement in one or more student related returns to the statutory bodies in Higher and/or Further Education. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Proficient in MsOffice suite of programmes to analyse and manipulate data from a variety of sources to produce numerical and written reports. | E | AF, S |
|  | Proficient in use of end-user reporting software e.g. Discoverer to design and/or produce reports out of a database. | E | AF, S |
|  | Experience in using a database query language e.g. SQL to interrogate databases and produce reports. | E | AF,S |
|  | Ability to assimilate changes and identify the impact of them using good project management principles. | D | AF, S |
|  | Ability to work on own initiative or as part of a team. | E | AF, S |
|  | Ability to work and communicate with staff at all levels through both verbal and written methods. | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Degree level qualification or equivalent experience. | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Highly motivated, committed and professional approach to work. | E | S |
|  | Willingness to work outside of normal office hours when necessary. | E | S |
|  | Aptitude to learn and take on new ideas. | E | S |
|  | Proactive in identifying and solving issues. | E | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | SIMON WALTON |
| **Date** | October 2017 |
| **Extension number** | 3393 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.