



**Professional Services**

**Department of Student and Academic Administration**

**Head of Student and Academic Administration (Student Systems)**

**ZZ004235.**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £58,655 to £69,055 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.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to

5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/ appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. 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.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

 <http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a probationary period of 12 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.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

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:** | Head of Student & Academic Administration (Student Systems) |
| **Grade:** | 10 |
| **Faculty/Centre:** | Department of Student & Academic Administration |
| **Department/Service:****Location:** | Student SystemsDSAA Central Hub |
| **Position Reference No:** | ZZ004235 |
| **Cost Centre:** | 47329 |
| **Responsible to:** | Academic Registrar and Director of Student & Academic Administration |
| **Responsible for:** | c.26 FTE with the following direct reports:* Student & Academic Administration Manager (Timetabling)
* Student & Academic Administration Manager (Student Records & BI/Learner Analytics)
* Student & Academic Administration Manager(External Returns & Data Standards)
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| **Effective date of job description:** | January 2018 |

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| **Purpose of Job:** |
| Under the direction of the Academic Registrar and Director of Student & Academic Administration, the post holder manages and provides strategic leadership to their allocated Section of the Department of Student & Academic Administration (DSAA), ensuring they achieve their objectives in order to support the Department’s strategy while providing an excellent customer and student experience. They will act as the institutional expert and recognised authority on matters and issues within the University relating to their designated Section, and they will actively contribute to, and assist with, the strategic development of the DSAA. In the absence of the Academic Registrar and Director, and with the other Heads, the post holder will act as a deputy for the Academic Registrar and Director. The Student Systems Section of the DSAA includes the following activities:1. programme, examination and induction week timetabling;
2. student records system management and support;
3. student systems development;
4. Learner Analytics;
5. business intelligence, and
6. student-related external returns and data standards.
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| **Key Responsibilities:** |
| 1. To deliver to the clients of the DSAA, including where appropriate colleagues within the DSAA, an effective and efficient service in accordance with objectives set for the Student Systems Section by the Academic Registrar and Director.
2. To be a provider of expert advice, informing, influencing, and making strategic and operational decisions, within the University through:
* clear and innovative leadership and management
* effective management of significant change and risk
* engaging in national debate and development of Student Systems related matters
* ensuring University compliance with external related requirements
* leading the development and operation of relevant systems and procedures
* ensuring success in external audits and reviews
* actively engaging with University staff to disseminate and embed good practice
* provide oversight and authoritative advice for senior managers and committees on all matters related to Student Systems
* fostering strategic and collegiate partnerships
* undertaking effective risk management of Student Systems
* providing informative reports on Student Systems issues and matters to senior managers
1. To pro-actively seek improvements to the service of the designated Section, and pro-actively develop the activity of the designated Section, in line with the overall strategy for Student & Academic Administration, of which the post holder will actively contribute to and assist with.
2. With the other Section Heads, and under the direction of the Academic Registrar and Director, ensure that activities are comprehensively joined up between the 4 sections of the DSAA, with optimum communication flow, and effective and efficient working.
3. To act for the Academic Registrar and Director as a Programme Manager for designated projects and programmes, working with colleagues across the University to ensure deliverables are achieved and success maximised in a mutually beneficial way.
4. To act for the Academic Registrar and Director and take the lead in organising and responding to Student Systems initiatives, developments and audits.
5. To provide strategic direction and leadership for student systems and associated activity.
6. To develop and implement the University’s requirements for its timetabling, student records, business intelligence, learner analytics, external returns and data standards processes.
7. Responsible for the leadership and management of the Section, including direct staff management, acting as an escalation point for difficult or complex issues, team building, and developing a culture and infrastructure that facilitates positive and measured compliance with a high service delivery and customer-focussed service culture.
8. To determine resource requirements for the Section and agree their allocation with the Academic Registrar and Director through the DSAA Executive and DSAA Management Team, subject to the constraints of the DSAA budget.
9. To ensure the participation of the Section, as necessary, in DSAA wide services, such as the organisation of graduation ceremonies, confirmation and clearing, and registration/enrolment activities.
10. Other duties as may reasonably be required by the Academic Registrar and Director.

**N.B. The above list is not exhaustive.**A flexible approach to work is expected.National and international travel may be required. |

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| **Working Relationships:** |
| Heads of Student & Academic Administration will liaise with a broad range of stakeholders, including the Academic Registrar and Director of Student & Academic Administration, other Heads of DSAA sections, and other DSAA Managers. They will work with the Pro Vice-Chancellors, Associate Pro Vice-Chancellors, and other members of the University Executive Board. Within Faculties they will work with Deans, Faculty Managers, Faculty Associate Deans, Heads of Academic Departments, and other relevant staff. In the wider University they will work with other Professional Services Managers and they will communicate effectively with a range of other internal staff at all levels e.g. HR, Finance.They will work with senior representatives of external institutions, partners or regulatory bodies, on key University initiatives and issues, and will expand and develop a strong network of contacts from other institutions and organisations as a source of learning, development and best practice. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expert knowledge of Student Systems policy, perspectives and processes for UK HE, particularly the effective use of student records systems | E | AF, S |
|  | Management experience gained in a Student Systems section or equivalent in a UK HEI | E | AF, S |
|  | Experience of successfully developing systems and associated processes across a large organisation, with a mutually beneficial outcome | E | AF, S |
|  | Line Management Experience | E | AF, S |
|  | Crisis Management Experience | E | AF, S |
|  | Experience of developing innovative solutions and contributing to strategic planning | E | AF, S |
|  | Experience of leading complex change projects or programmes. | E | AF, S |
|  | Expert knowledge of Timetabling policy, perspectives and processes for UK HE | D | AF, S |
|  | Expert knowledge of External Returns (e.g. HESA) policy, perspectives and processes for UK HE | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent management skills in meeting objectives and dealing with people at all levels in a UK HEI and International equivalents | E | AF, S |
|  | Risk management skills | E | AF, S |
|  | Excellent communication skills | E | AF, S, P |
|  | The ability to think and operate at a strategic level | E | AF, S, P |
|  | The ability to persuade and influence others | E | AF, S |
|  | Team Building Skills | E | AF, S |
|  | Sound IT skills | E | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Degree or Equivalent | E | AF |
|  | Masters or Equivalent | D | AF  |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to the values of the University | E | AF, S |
|  | Customer Focus and the desire to deliver a great service | E | AF, S |
|  | Commitment to CPD | E | AF, S |
|  | An appreciation of the academic environment | D | AF, 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 by the applicant. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use** [**this link**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/JobHazardInformation/) **for further information which should be considered by managers, employees and job applicants.**  |
| 1. International travel/Fieldwork
 | X | 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
 | 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/bio-aerosols |  |
| 10. Asbestos and lead  | 22. Nano-materials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.)  | 23. Stress Workplace Stressors (e.g. workplace demands, role clarification, relationships etc.)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Stephen Wiggins |
| **Date** | 22/01/18 |
| **Extension number** | 3282 |

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.