Assessments Administrator
Department of Economics

Closing date: 30 October 2017
Interview date: 15 November 2017
Vacancy reference: 6113
INTRODUCTION

In the Economics department, in an average academic year, there are around 145 exams and 12 assessed essay submissions, totalling almost 7,000 pieces of assessed work (exams and essay submissions), completed by around 800 students comprising of both Undergraduate and Postgraduate Economics students, plus students on joint degree programmes with other departments. These assessments are spread over the 3 University common assessment periods which take place in January, April/May (main) and August (resits).

This role is designed to oversee the operational management and support of all examination and assessment processes and procedures for the department. The peaks of the role occur in the period before, during, and shortly after each common assessment period.

Working closely with the Chair of the Board of Examiners (both undergraduate and postgraduate), the Head of Department and other Committee Chairs, you will manage all activities connected to the student assessments delivered by the department.

Reporting directly to the Student Services Manager, and supervising a small team, you will play a lead role in ensuring that all stages of assessments (from the setting of examination papers right through to the publication of final degree classifications) are in line with University policy, maximise efficiency of resources and meet strict deadlines within tight timeframes.

You will act as the principal point of contact for all matters relating to assessments, providing advice and guidance to students and academic and support colleagues, from within and outside of the department.

This is a demanding and varied role; you will have strong organisational skills and the ability to multi task whilst maintaining high levels of accuracy and meet strict deadlines. You will have excellent communication skills and be accustomed to building professional relationships with colleagues at all levels. This role requires you to maintain a level of responsiveness whilst handling changing priorities and demands; as such the role would suit a resilient individual.
Main purpose of the role

To supervise and co-ordinate a small administrative team providing an administrative service to facilitate the smooth running of a department or service.

Reporting directly to the Student Services Manager, you will manage and review all administrative systems and activities that underpin the efficient delivery of all Undergraduate and Postgraduate assessments within the Department. Ensuring that a professional and supportive service is delivered to students and colleagues from the setting of assessments right through to the publication of final, ratified, degree classifications.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Supervise a small team of administrative staff; ie, allocate work and ensure that tasks are completed to objectives, quality and timeliness

- Provide input to the performance reviews of team members, monitor and review objectives, and ensure that any training and developments needs that are identified are met

- Manage and review administrative systems to support a wide range of academic procedures and processes, to ensure they are fit for purpose and to maximise efficiency

- Provide detailed advice and guidance, on department/service specialist processes and procedures, to internal and external enquirers

- Provide management information and data as required in relation to assessments; this may include data on student participation in assessments, distribution of marks by module, marking deadlines and marking allocations.

- Write formal reports and presentations for department/service managers, which may include reports on assessments, staff performance, and service development

- Oversee the production of a wide range of departmental information, documentation and promotional media in various formats (web based, electronic and hard copy)

- Manage all aspects of the organisation of key departmental activities connected to student assessment such Board of Examiners Committee meetings, final examinations boards, extenuating circumstances committees and student script viewing sessions.

- Take a key role in the induction, training and support of new staff (both support and academic colleagues), participate and input to recruitment activities for support roles.
# PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include three passes at A level, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<td>Degree of equivalent relevant experience</td>
<td>Desirable</td>
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**Knowledge**

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<td>A thorough understanding of the principles of service provision and office management within a large, complex organisation</td>
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<td>Thorough knowledge of all Microsoft Office applications</td>
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**Skills, abilities and competencies**

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<td>Ability to supervise a small team of administrators and to apply available resources to optimum effect</td>
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<td>Ability to review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed changes</td>
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<td>Ability to manage a service-related budget and associated accounts, and write financial reports and produce management statistical information and data as required</td>
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<td>Ability to write clearly and succinctly, for reports and publication, including web-publication</td>
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<td>Strong IT skills: including word processing, email, web page maintenance, expertise in manipulating databases and spreadsheets</td>
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<td>Excellent oral and written communication skills, with the ability to provide detailed advice and guidance on specialist defined processes and procedures to internal and external contacts</td>
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<td>A high degree of attention to detail</td>
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**Experience**

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<td>Experience of managing people</td>
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<td>Experience of the work practices, processes and procedures relevant to the role</td>
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<td>Considerable experience in writing service-related reports for senior managers, which may include reports on finances, staff performance and service development</td>
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**Personal attributes**

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<td>Resilient individual, able to respond to changing priorities and demands</td>
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<td>Demonstrable ability to work as part of a team</td>
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<td>Organised and flexible, able to prioritise</td>
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<td>Demonstrable initiative</td>
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<td>Ability to deal with confidential matters and act with discretion</td>
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<td>Highly motivated, able to work independently or as part of a team</td>
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THE DEPARTMENT

As one of the largest UK Economics Departments, we have an outstanding international reputation for both research and teaching.

Our Department includes economists, econometricians, statisticians and economic historians and is a prestigious, lively and international community of students, academics and support staff.

In the last Research Excellent Framework (2014), we were ranked eighth in the UK for Research Impact (the benefit of our research to wider society) and ninth according to research power, with almost three-quarters of our research defined as ‘world-leading’ or ‘internationally excellent’.

In 2017 Economics at the University of York has been ranked among the top 100 economics departments in the world and in the top 10 in the UK in the latest round of subject-level assessment by both Tilburg University's Worldwide Economics Research Ranking and the Shanghai Ranking Consultancy.

We cover six key research areas with critical mass; microeconomics (including experimental economics), macroeconomics/finance, econometrics, applied econometrics, health economics and economic history. Our academic staff contribute to these six key fields and a full list of staff, and their interests, can be found at: http://www.york.ac.uk/economics/.

We have over 700 undergraduate, 200 postgraduate and 50 PhD students, and a faculty of 50 academics and 17 support staff. Research and teaching are interlinked and emphasis is placed on excellence in both. Our recent publications appear in top journals such as the AER, Econometrica and the JPE.

Our 2017 National Student Survey scores are some of the highest of the research-intensive universities. Among Russell Group Economics departments, York is ranked top for Assessment & Feedback, top for Academic Support, and second for Overall Satisfaction with an approval rating of 91%.

Our Department has a strong research and postgraduate emphasis. MSc programmes currently recruit around 200 students each year, with more than 10 applications per place. There are programmes in Economics, Economics & Finance, Economics &
THE DEPARTMENT


We have around 50 postgraduate students registered for PhD degrees and there is a well-established programme of teaching scholarships to support teaching by academic staff. The Department has received ESRC postgraduate studentships through the White Rose Doctoral Training Centre as well as other postgraduate studentships sponsored by the University and the private sector.

The Economics Department is located on the Heslington West campus.

Further information about the department, and the programmes that we offer, is available at: http://www.york.ac.uk/economics/
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6113
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 30 October 2017

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to Sarah Maynard at sarah.maynard@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835