School Coordinator
Department of Politics (The School of PEP)

Closing date: 7 May 2018
Interview date: 4 June 2018
Vacancy reference: 6597
INTRODUCTION

The School of Politics, Economics and Philosophy (PEP) is a collaborative framework between three excellent research and teaching departments at York. Jointly taught by members of the departments Politics, Economics and Philosophy the School is responsible for the delivery of distinctive degree programmes.

The role is designed to oversee the undergraduate student services function for the School of PEP. The post holder is required to work closely with colleagues from all three departments and is responsible for providing smooth and efficient administrative services to students registered within PEP. You would be the first point of contact for enquiries relating to PEP from internal and external sources.
Main purpose of the role
To undertake a range of specialised, administrative activities that contribute to the effective and efficient operation of a section/service within the overall department

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

Student Services
- Reporting to the Department Manager, oversee all administrative matters relating to PEP students and to ensure co-ordination between the three academic departments which form the School of PEP
- Ensuring a consistently high level of service is provided to students within the School of PEP
- To manage and maintain student records using a variety of systems and processes
- Oversee UG Admissions process including Open and Visit days, personalised letter writing campaigns
- Coordinate student module registration (including online option mods process for UG) ensuring central student record systems are up-to-date and accurate
- Manage eVision updates of programme/module availability MAV/diets
- Maintain and update PEP VLE sites
- Monitor attendance and Tier 4 students in line with University policies and procedures

- Coordinate timetabling process and ensure deadlines are met
- Address and resolve timetable issues, where necessary liaising with the three academic departments
- Coordinate updating and production of handbooks with Director and Chair of Board of Studies
- Liaise with the parent departments on module availability and coordinate production of module choices handbooks and subsequent updating of PMC

Assessment
- Coordination of marking and moderation process
- Collating assessments and overseeing marking process
- Monitoring student engagement throughout degree programme including progression process
- Have an excellent understanding of Guide to Assessment to advise students - eg ECA, compensation and reassessment rules; co-ordination of these processes
- Managing Student Support Plans process (SSP) and any subsequent individual arrangements/reasonable adjustments. Liaising with Disability Services and Examinations Office
- Liaise with external examiners and administer final award boards
- Provide advice and guidance to PEP students across a range of issues including procedures for applying for extenuating circumstances

Board of Studies
- Produce and distribute agenda and all documentation for Board of Studies meetings including minutes of meetings
- Election for student representatives
- Administering the teaching allocation in discussion with the PEP Director

Other
- Maintain and update PEP VLE sites
- Oversee PEP website and liaise with Marketing team on content and updates
JOB DESCRIPTION

- Support Events: catering, room bookings, communications to students and staff
- Assist with the preparation of module audits and monitoring student feedback results
## PERSON SPECIFICATION

### Qualifications

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

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

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<td><strong>Good 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</strong></td>
<td>Essential</td>
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<td><strong>Able to review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed changes</strong></td>
<td>Essential</td>
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<td><strong>Initiative and problem solving skills</strong></td>
<td>Essential</td>
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<td><strong>Ability to write clearly and succinctly, for reports and publication, including web publication</strong></td>
<td>Essential</td>
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<td><strong>Strong IT skills: including word processing, email, web page maintenance, expertise in manipulating databases and spreadsheets</strong></td>
<td>Essential</td>
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<td><strong>A high degree of attention to detail</strong></td>
<td>Essential</td>
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<td><strong>Able to work under pressure and on own initiative</strong></td>
<td>Essential</td>
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<td><strong>Good problem-solving skills</strong></td>
<td>Essential</td>
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<td><strong>Demonstrable ability to work as part of a team</strong></td>
<td>Essential</td>
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<td><strong>Able to deal with confidential matters and act with discretion</strong></td>
<td>Essential</td>
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<td><strong>Ability to review processes and streamline where appropriate</strong></td>
<td>Desirable</td>
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# PERSON SPECIFICATION

## Experience

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<tr>
<td>Experience of working in an administrative role in Higher Education</td>
<td>Essential</td>
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<td>Experience of working in a complex, busy office environment</td>
<td>Essential</td>
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<td>Experience in providing excellent customer service</td>
<td>Essential</td>
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<td>Experience in organising events and meetings</td>
<td>Essential</td>
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## Personal attributes

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<tr>
<td>Sensitivity and empathy with customers, colleagues and staff</td>
<td>Essential</td>
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<td>Demonstrable initiative</td>
<td>Essential</td>
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<td>Ability to work with competing priorities and tight deadlines</td>
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<td>Highly motivated, able to work independently or as part of a team</td>
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<td>Conveys a positive attitude</td>
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THE DEPARTMENT

The Department of Politics is one of the leading centres for research and teaching in Politics and International Studies in the United Kingdom. It was recently ranked eighth in the country for its research performance in the 2014 Research Excellence Framework. The Department also achieves a high level of external recognition for its teaching, and is currently in the top ten of both the Guardian and Times/Sunday Times league tables.

The Department is characterised by a strongly international character, intellectual pluralism, and a commitment both to innovative research and to the application of this knowledge to significant political problems. The Department has undergone a period of significant growth over the past five years, and now consists of 55 academic and teaching staff and 12 support staff. This growth is set to continue, and these posts will contribute to the development of one of our key areas of research and teaching. Embedded within the Department of Politics is the School of Politics, Economics & Philosophy (PEP). The School of PEP is integrates the teaching of Politics, Economics & Philosophy under one roof.

Teaching and Learning

We currently offer four undergraduate BA (Hons) degrees within the School:

Politics, Philosophy and Economics
Politics and Philosophy
Politics and Economics
Economics and Philosophy

From 2018 students registered on any of the above programmes can also opt to add an additional year between year two and three to take a professional work placement.

The School has about 300 UG students. Apart from six interdisciplinary modules that are offered by the School, teaching is conducted by the three constituent Department of PEP, that is, Politics, Economics, and Philosophy.

For more details about the Department, please visit our website: [https://www.york.ac.uk/pep/](https://www.york.ac.uk/pep/)
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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 6597
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 7 May 2018

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 lisa.webster@york.ac.uk

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

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