Assessment and Progression Administrator

Department: Hull York Medical School
Hours of work: 37 Hours a week / Full time
Contract type: Open
Salary: £23,487 - £26,341 a year / Grade 4
Introduction

Hull York Medical School (HYMS) is a collaboration between the Universities of Hull and York and the NHS. HYMS operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region.

HYMS places significant emphasis on the provision of a high quality learning experience for its students, including all forms of formative and summative assessment. The modes of assessment are many and varied and take place in many different environments, including but not restricted to campus based examinations and scrutiny, assessment which takes place in the clinical/practice/lab environment and also via a number of different technology based methodologies including the Virtual Learning Environment (Blackboard) and other media based platforms.

The Assessment and Progression Administrator provides high quality administrative support to the postgraduate programmes team. The post holder is line managed by the Postgraduate Assessment and Progression Coordinator but works closely with all members of the postgraduate team, providing flexible support to ensure deadlines and priorities are effectively managed.

The postgraduate programmes team is developing as new programmes are introduced and changes to the existing portfolio are implemented and the remit of this role will change in the light of the development and business needs. The Assessment and Progression Administrator must therefore have a high professional standard and be willing to work flexibly and creatively, both independently and as part of a team, in a highly demanding environment.

This post is based primarily at the University of York, with some travel required to the University of Hull site as well as affiliated NHS Hospital sites.

Main purpose of the role

The post holder:

Will provide administrative support to staff, students and more senior colleagues. The role holder will have practical working knowledge of the system/process/operating environment gained through formal instruction and/or experience.

May have specific responsibility for a clearly defined section or sub-section of work and will use initiative within the boundaries of the role in line with University policies and procedures. This will include the discretion to deal with non-routine queries and/or issues but more complex situations will be referred to senior colleagues.

Will plan and prioritise own work and may be required to delegate work to others within agreed objectives.

Key responsibilities

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

- Provide administrative support to the postgraduate programmes team to facilitate the effective running of all postgraduate formative and summative assessments and examinations at both University and NHS sites.
- Provide administrative support to the postgraduate programmes team including diary co-ordination, dealing with correspondence, servicing meetings, producing minutes, chasing follow up actions. This
may include (but is not restricted to) Boards of Examiners, Exceptional Circumstances Sub-Committee and related sub-groups.

- Liaise with HYMS’ External Examiners, disseminating meeting documentation, booking accommodation, confirming attendance at examinations throughout the year, providing externals with assessment materials for review.
- Prepare examination and associated documentation to include the printing and co-ordination of optical marking sheets, examination sheets, draft exam papers.
- Process summative and formative assessment data e.g. scanning of optical mark sheets, extracting results data from assessment processing software, editing spreadsheets of results data for Board and Committee meetings.
- Collate examinations scripts for scanning, for marking groups and for inspection by external examiners.
- Identify, co-ordinate and brief invigilators on their roles and responsibilities.
- Liaise with the wider programme delivery and assessment team to ensure appropriate Simulated Patients, Healthy Volunteers and relevant support staff from with HYMS are available to support clinical assessments as required.
- Assist in the organisation of question writing workshops, paper review meetings, standard setting meetings and other staff development/training events across NHS and University sites
- Support the Assessment & Progression Co-ordinator in the maintenance of the current HYMS question bank and related databases, including inputting all new or modified content into the question bank ensuring appropriate tagging.
- Support the Assessment & Progression Coordinator in the maintenance of accurate and up-to-date student records and tracking systems.
- Assist with ensuring all Assessment material in Student Handbooks and the Virtual Learning Environment is up to date and accurate.
- Act as Secretary to the Exceptional Circumstances Sub-Committee and support the Postgraduate Programmes Officer and the Chair of the Exceptional Circumstances Sub-Committee in the organisation and administration of all exceptional circumstances submissions and related Committee meetings, both electronic and face-to-face.

**Main Work Activities**

**Communication**

- Assist in the preparation and collation of written documents for circulation
- Take notes and produce formal minutes at meetings when required
- Format and edit publications
- Draft and type formal documentation
- Compile procedural manuals and other University documentation
- Provide information, advice and support to students, academics, colleagues and others external to the University

**Teamwork**

- May be required to supervise the work of others
- Provides advice and guidance to other members of the team
Service Delivery

- Provide administrative support to colleagues including academic and administrative staff
- Provide administrative support to specific projects as required
- Develop and manage office systems to improve the efficiency and effectiveness of the Department
- Administer procedures relating to the work

Planning and Organisation

- Organise and represent the area and University at events
- May be expected to plan and monitor the work of others
- Co-ordinate departmental processes in conjunction with senior colleagues
- May be expected to organise, prepare and service committees as appropriate

Analysis/Data Inputting

- Record data and produce regular reports as required using Microsoft Office, other software and corporate systems
- Create spreadsheets to record relevant information
- Maintain, monitor and interpret information
- Provide statistical information to be included in relevant reports
- Use databases (internal/external) to support the work of the department

Additionally the post holder will be required to:

- Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training
- Comply with University regulations, policies and procedures

Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder
### Qualifications

A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience

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### Knowledge

Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation

Can demonstrate the ability to use a broad range of products from the Microsoft Office suite and have the ability to learn new systems and software

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### Skills, abilities and competencies

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**IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint; Microsoft Teams; and the ability to create & maintain web pages and online media**

Ability to communicate effectively with a wide range of people, orally and in writing

Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development

Competent in the design and production of a range of information and promotional documentation and literature

Ability to prepare agendas and take & transcribe minutes

Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences

Ability to monitor income and expenditure against a budget, and maintain accurate records

Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines

Can demonstrate the ability to exchange basic information promptly and in a courteous and effective manner to students, colleagues, line managers and external contacts

Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand.

Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results.

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Can demonstrate the ability to work with others outside the immediate area to ensure that accurate information is passed on promptly to the most appropriate people to improve working practices.

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<th>Experience</th>
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<tr>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
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<td>Experience of organising events &amp; meetings</td>
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<td>Experience of providing an excellent standard of customer service</td>
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<td>Can demonstrate the ability to create realistic plans to achieve own deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources.</td>
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<td>Can demonstrate the ability to use initiative to recognise problems and offer solutions.</td>
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<td>Can demonstrate the ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform basic analysis.</td>
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<td>Able to work as a member of a team</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
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