### SELBY COLLEGE

**Higher Education Quality Co-ordinator**

**Salary**: £21,797 - £23,311

**JOB PURPOSE**

* To provide general administration within the Higher Education department
* To ensure all HE quality assurance and curriculum development procedures are complied with meeting the College, QAA and awarding body requirements.

# KEY ACCOUNTABILITIES

* Manage all internal and external HE admissions.
* Liaise with applicants, internal college staff (programme leaders, tutors, MIS, Central Admissions) and external bodies such as Higher Education institutions and UCAS.
* Respond to queries from prospective students, employers, parents and external bodies.
* Develop administrative systems to process and track applications using internal college systems and through UCAS.
* Carry out administrative duties to support the admissions process from initial enquiry to enrolment.
* Ensure the accuracy of on-programme student record data including: learner files, finance and fee payment information and active student numbers; liaising with MIS and finance to ensure that learner details are accurately recorded on college systems
* To assist the HE Assistant Director and HE Student Support and Engagement Officer with general administrative and clerical duties as required.
* Contribute to development and growth of HE provision through student, staff, employer and stakeholder liaison and marketing activities.
* To deliver relevant training on College quality processes.
* To monitor revisions to awarding body quality and regulation requirements and recommend revisions to College policies and procedures.
* To provide guidance to HE programme leaders on the Quality Assurance Agency’s UK Quality Code for Higher Education and awarding body codes of practice.
* To arrange HE Committee meetings and compile agenda with support of Assistant Director for HE.
* To collate all student grades and organise relevant awarding body Exam Boards.
* To monitor compliance with the Colleges HE Quality Calendar and action any non-compliance.
* To prepare HE Briefings for all staff involved in delivering and managing Higher Education.
* To support HE Programme Leaders to meet the unistats requirements and provide guidance on these requirements.
* To support with the HE annual Self-Assessment Report with the support of the Assistant Director of HE.
* To prepare the annual Partner Quality Enhancement Review (PQER) report for the University of Hull validated provision with the support of the Assistant Director for HE.
* To develop SharePoint/Intranet areas specifically related to Higher Education.
* To maintain a central record of all HE External Examiner reports and monitor action plans
* To act as the HE quality contact for HE awarding bodies, and deal appropriately with any issues in the absence of the Assistant Director.
* To moderate the annual monitoring reports before submission to the HE awarding bodies.
* To ensure the College’s annual HE Conference is effectively organised and delivered.
* To perform all necessary administrative and managerial tasks asks associated with the post including:

## RESPONSIBLE TO

Assistant Director for Higher Education

#### GENERAL

1. Implement the College's current Quality Assurance systems
2. Participate in staff training, development and appraisal systems to enhance personal performance and organisation effectiveness
3. Adherence to College Policy on Equal Opportunities and Health and Safety
4. Team participation: all members of teams are required to contribute to ensure

team responsibilities are discharged as effectively as possible

1. Work flexibly to meet the needs of the customers.
2. Any other duties appropriate to nature and grade of post

# TERMS & CONDITIONS

# Hours: Full Time

## Holidays: 25

**Salary**: £21,797 - £23,311

**BENEFITS**

* Occupational Pension Scheme
* Employee Development Scheme, annual £300 to spend on training of choice
* Staff Development to assist you to do your job
* Employee of the Month Scheme, £50 and extra days holiday to winner
* Fully equipped Fitness Suite
* Car Parking
* Nursery Provision on Site
* Hair & Beauty salons on site
* Refectory & Training Restaurant

# NOTE

This job description is current as at June 2017. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**SELBY COLLEGE**

**Higher Education, Administration & Quality Co-ordinator**

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| **Qualifications** | **Essential** | **Desirable** | **How**  **Identified** |
| Educated to degree level |  | ✓ | A |
| General Education to Level 3 | ✓ |  | A |
| GCSE Maths and English Grade C or above (or equivalent literacy and numeracy qualification) | ✓ |  | A |
| I.T qualification |  | ✓ | A |
| Administration qualification |  | ✓ | A |
| **Knowledge and Understanding** |  |  |  |
| Previous knowledge of quality assurance |  | ✓ | A/I |
| Experience in staff training or development. |  | ✓ | A/I |
| Knowledge of Higher Education quality procedures including UK Quality Code for Higher Education |  | ✓ | A/I |
| Knowledge of HE quality assurance requirements |  | ✓ | A/I |
| Previous experience of administrative systems in education |  | ✓ | A/I |
| Previous experience in an administrative role | ✓ |  | A/I |
| **Skills** |  |  |  |
| Excellent interpersonal and communication skills | ✓ |  | A/I/R |
| Excellent organisational skills, attention to detail | ✓ |  | A/I/R |
| Excellent level of literacy | ✓ |  | A/I |
| Excellent IT skills | ✓ |  | A/I |
| The ability to analyse documents and updates from relevant stakeholders and identify information relevant to the role | ✓ |  | A/I |
| Ability to take minutes | ✓ |  | A/I |
| Produce reports & collate data | ✓ |  | A/I |
| **Personal** |  |  |  |
| Ability to work on own initiative, take responsibility and drive improvement | ✓ |  | A/I/R |
| Positive attitude | ✓ |  | A/I/R |
| Versatile with a flexible approach, able to work within a small team and adapt to meet the changing needs of the College | ✓ |  | A/I/R |
| Work under pressure to meet deadlines | ✓ |  | A/I/R |
| Interested in developing your career and defining a more responsible role as the opportunity arises | ✓ |  | A/I |

**Key A - Application I - Interview R - References**