

JOB DESCRIPTION

JOB TITLE: HE Compliance Officer

DEPARTMENT: Higher Education

OVERALL PURPOSE OF JOB:

To assist the Assistant Principal Higher Education in administrative duties including those associated with:

- The approval of new university programmes.
- Assuring compliance with both internal and regulatory conditions.
- Provide general administration to support accuracy of student data both internally and with university partners and awarding bodies
- Setting up and maintaining central records for a range of HE compliance requirements.

Bishop Burton College includes the Riseholme College campus and the postholder may be required to carry out duties at both campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

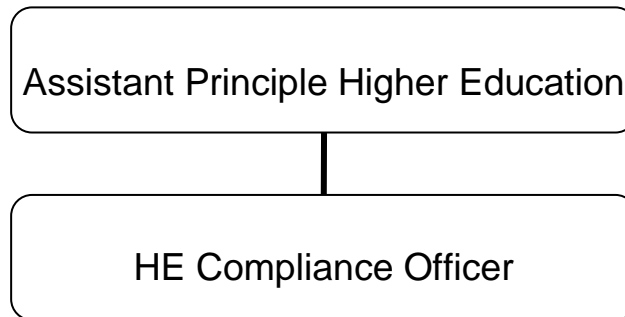
MAIN DUTIES & RESPONSIBILITIES:

1. Assist in the organisation and administration procedures relating to the approval of HE programmes and amendment and revalidation of existing HE provision through both internal approval panel and maintaining a central record of University partner submissions and responses.
2. Ensure compliance has been met for any internal validation panel recommendations.
3. Initiate and maintain systems for up to date information in a variety of formats for the purpose of HE record keeping and reporting both internally and externally to University Partners. (e.g student data, validation documents, all HE central compliance recording)
4. Monitor internal quality submission timelines and University timelines to ensure that all end of year reporting and external examiner response submissions are met and are to an expected standard.
5. Review all written documentation relating to HE in the public domain, to include course handbooks, prospectus and website, ensure consistency and compliance with legislation and HE good practice.
6. Undertake a range of compliance audit activities as directed by Assistant Principal Higher Education.
7. Accurately record student data within centralised systems for submission to University Partners
8. Support the HE administration officer to meet exam board deadlines and subsequent communication of results and resits to students, including posting transcripts to students.
9. Disseminate and collate information to and from staff and ensure the effectiveness of College communication systems within the HE faculty area and wider college.
10. Provide administrative support in relation to internal and external quality reviews and other audits.
11. Provide regular updates on the status of adherence to timelines to the Assistant Principal Higher Education.
12. Work with the examinations team to support higher education exams, ensuring a smooth operation
13. Attend staff meetings, team briefs and training events.
14. Take part in all staff College events such as Lambing Sunday and graduation.
15. Take part in all staff College events such as Lambing Sunday and Open Farm Sunday

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. **All staff** are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and

vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

POSITION IN COLLEGE



PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications / Training			
<ul style="list-style-type: none"> • Degree qualification • English and Maths at level 2 • Microsoft office applications • IT qualifications 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	Application Interview
Experience			
<ul style="list-style-type: none"> • At least two years recent administrative experience • Experience within a higher education environment • Experience in a compliance role 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	Application Certificates
Skills / Special Knowledge			
<ul style="list-style-type: none"> • Higher education procedures • Conduct of meetings • Minute taking • Survey administration • Excellent interpersonal skills with staff, students and university partners • Able to form and maintain appropriate relationships and personal boundaries with children and young people • Strong attention to detail and the ability to keep accurate electronic records. • Proven ability to work under pressure and to meet deadlines/targets • Proven and successful track record in using technologies to improve record keeping • Report writing • Child Protection Issues • Able to form and maintain appropriate relationships and personal boundaries with young people 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	Interview References
Disposition			
<ul style="list-style-type: none"> • Flexibility in terms of working hours at key points in the academic year • Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline • Willingness to acquire new skills • Willingness to work flexibly in a team with an enthusiastic and motivated approach to work • Able to remain calm under pressure • 'Can do' attitude • Motivation to work with children and young people 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ 	Interview References
Other			
<ul style="list-style-type: none"> • Fit for the duties of the post • DBS check carried out on appointment • Current driving licence 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	Medical Report DBS application made by College for successful candidate