

JOB DESCRIPTION

Job Title: Standards and Conduct Officer

Grade: SG5

Department: Faculty of Engineering & Science

Responsible to: Senior Standards and Conduct Officer

Responsible for: N/A

Key Contacts: Senior Standards and Conduct Officer

Standard Occupational Classification (SoC code): N/A

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

As part of a team, assisting with the processes within the Faculty associated with Standards and Conducts. Supporting the Faculty Standards and Conduct Manager and Faculty Associate Dean of Student Success covering a range of administrative activities including assessment misconduct, examination organisation and planning, recruitment of External Examiners and Invigilators and supporting the Ethics Committee.

KEY ACCOUNTABILITIES

Team Specific:

Examinations

- To monitor the Assessment Moderation system and process exams as required.
- Check draft copies of the examination papers for layout and marks accuracy.
- Work with academic staff from production through to moderation and checking of exam papers.
- Liaise with external examiners in relation to approval of papers for publishing
- Maintain a checklist of examinations to ensure that the status of each is available
- Liaise with lead academic staff for quality check of examinations.
- Liaise with Academic Exams Officers and Central Exams Team to check timetables clashes and reorganise as needed.

- Liaise with necessary teams for organisation of students with additional needs examinations – rooming, invigilation and communication.
- Archiving of examination documentation in accordance with the Records Retention Schedule.
- Attend examinations meetings on behalf of the Faculty Exams team as required.
- Support recruitment of exam invigilators, liaising with Standards and Support Manager and Academic Exams Officers.
- Any other administrative tasks relating to examinations.

Assessment misconduct

- To oversee the assessment misconduct system and liaise where required with the Chairs for each respective school(s).
- To act as Secretary for the respective schools for Assessment Misconduct interviews, liaising, coordinating and conducting meetings with key Faculty staff in accordance with the University regulations.
- To support the Assessment Misconducts, in ensuring all offences are dealt with in a timely manner and within the requirements of the University regulations.

Ethics

- To call for Ethics papers for FREC /UREC Committee, liaising with academic staff and students, reminding them of submission deadlines.
- To draft-check all applications prior to meetings to ensure that the application is complete for submission to the meetings.
- To act as Secretary / Officer at Ethics meetings in the production of Agenda, Minutes and distribution of business required for each meeting. To record the decisions and queries during the meetings and respond to students as required, ensuring they are in accordance of University regulations.
- To monitor the mailbox for Ethics and answer/direct any queries.
- Archiving of ethics documentation in accordance with the Records Retention Schedule.

Accreditations and Approvals

- Assist in preparing and formatting documents for programme approval and accreditation events.
- Support the collection and organisation of data and evidence from academic and administrative colleagues.

- Help coordinate logistics for approval and accreditation visits, including room bookings and catering arrangements.
- Assist with archiving and recordkeeping in accordance with the Faculty Records Retention schedule.
- Undertake general administrative duties as required to support the wider Quality Assurance tasks.
- Provide day-to-day support to the Senior Standards and Conducts officer (Approval) and Senior Standards and Conducts officer (Accreditation) to ensure efficient workflow and timely completion of key tasks.

Generic:

- Provide collegial support within the work team as appropriate to support the full range of activities within the office
- Acts proactively to support students and other staff within the Faculty
- Maintain the highest standards of security and confidentiality in all activities
- Organise the storage of all examination papers, external examiner comments and other records in line with the Faculty Records Retention Standards.
- Any other administrative work as required by the Standards and Support Manager and Associate Dean of Student Success.

Managing Self:

- The post-holder must be able to work as part of a team to ensure that the wider administrative tasks within the Faculty are achieved. A commitment with the development and maintenance of quality and standards systems and procedures is also essential.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

The postholder may be expected to undertake and maintain relevant health and safety responsibilities including:

- First Aid at Work certification
- DSE (Display Screen Equipment) Assessor duties
- Mental Health First Aider responsibilities
- Fire Warden training and responsibilities

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KEY PERFORMANCE INDICATORS:

- Error free and effective exam paper management
- Error free and efficient management of EC and Assessment Misconduct systems
- Error free and effective management of relationships with external examiner and invigilators.

KEY RELATIONSHIPS (Internal & External):

- Faculty Standards and Conduct Manager
- Associate Dean of Student Success
- Faculty Admin Services Manager
- Campus Academic Services Managers
- Quality Assurance Team
- Student Records Team
- University Wellbeing Team
- Student and Academic Services Directorate Staff
- Team members in the Faculty Professional Support Services
- Faculty Academics
- Students

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Administrative experience in an education environment
- Experience in building and maintaining relationships with stakeholders at different levels of seniority within an organisation
- Experience of servicing and minute and note-taking at Committees, Groups etc.
- Experience with using various IT systems, including Microsoft Office packages
- Experience of working in a customer-oriented environment.
- Experience of communicating standard of procedure and practices to varying stakeholders.

Desirable Criteria

- Working in Higher/Further Education sector.
- Experience of systems and procedures in Higher Education
- Experience in Moodle Learning Environment
- Knowledge of HE institutions and the current challenges in the sector.
- Understanding of Academic regulations and experience of communicating these to students.

SKILLS:

Essential Criteria

- Ability to be organised and manage several different cases/queries across varying workloads.
- Ability to use initiative in solving problems and responding to queries ensuring compliance with standard procedures and practices.
- Ability to work accurately under pressure to meet deadlines
- Excellent time management skills with the ability to prioritise tasks and use own initiative.
- To be able to demonstrate commitment to continuing professional development and desire to develop in the role
- Ability to organise own work and prioritise workload with minimal supervision
- Ability to identify and meet deadlines
- High degree of accuracy and the ability to pay close attention to detail

- Ability to work well in a team
- Adaptable to different types of work and workloads
- Calm under pressure
- Discreet approach and ability to maintain confidentiality

Desirable Criteria

- Able to create reports and compile data as required.

QUALIFICATIONS:**Essential Criteria**

- Degree level or relevant qualification, or extensive experience in administrative support.

Desirable Criteria

- N/A

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A