JOB DESCRIPTION

Job Title:	Accreditation and Partnerships Officer	Grade:	SG5
Department:	Faculty of Business	Date of Job Evaluation:	Nov 2020
Role reports to:	Director of Learning and Teaching		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Faculty Partners and Systems Manager, Accreditation Manager, Director of Partnerships and International		
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:

The main responsibility of the Accreditation and Partnerships Officer is to facilitate the operational requirements of professional and international accreditations. This will include being responsible for designing and implementing particular projects and solutions in relation to data collection and submission requirements of the accreditation bodies.

The Accreditation and Partnerships Officer will also proactively support the Business Faculty's relationships with its Partner Institutions, this includes accreditation institutions and Transnational Educational (TNE). They will also need to work proactively to develop successful working relationships with administrators and academic staff both within the Faculty, the University and in the Partner Institutions.

The role holder will also support the day to day requirements of working with our TNE partners.

KEY ACCOUNTABILITIES:

Team Specific:
- Assist with organising the required data collection and submission requirements of the Accreditation bodies. Assist with the organisation of accreditation events.
- Assist with the distribution of assessment tasks to partners and the collection of grades, moderation forms.
- Support the collection, storage and dissemination of annual monitoring documents: Programme and Course Monitoring Reports and Link Tutor Reports. This will involve the University of Greenwich provision to Faculty

staff (including link tutors), and partner staff appropriate statistical data to aid their preparation of summary reports.
- Help with the organisation of the exam boards: including finalisation of data, preparation and dissemination of reports, liaising with partners, and minuting as appropriate.

Generic:
- Manage archiving, communication and recording of key data, reports, registers and documents.
- Maintain and develop appropriate areas on the Faculty database (currently SharePoint), the VLE (currently Moodle) to ensure appropriate information is available to key stakeholders.
- To design and implement particular projects and solutions as agreed with the Faculty Partners and Systems Manager and Line Manager.
- To undertake any other administrative tasks as required by the Faculty Partners and Systems and Line Manager.

Managing Self:
- Adapt to the demands of a sometimes pressured highly variable role.
- Work accurately under pressure to meet deadlines.
- Form close, facilitative customer relationships.

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
- The post-holder must be able to work as part of a team to ensure that the wider administrative tasks within the Business Faculty are achieved. A commitment to the proactive development and maintenance of a quality customer care service is also essential.
- This post also offers the opportunity for an individual to take the initiative in developing systems and procedures to meet the needs of the Business Faculty. The ability to work under pressure to meet deadlines, develop and create robust systems in order to effectively ensure quality within the Business School are essential attributes for this role. Willingness to travel would be an advantage.

Additional Requirements:
Undertake any other duties as requested by the PVC or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected

to show flexibility in working arrangements, including working hours, to ensure that the Faculty of Business delivers the required level of service.

Willing to work 'outside' normal hours and to travel as required, including overseas.

KEY PERFORMANCE INDICATORS:
Completion of accreditation tasks by required deadlines.
Up to date data collection for accreditation purposes.
Percentage of fully registered collaborative student.
Complete student profiles for exam board.
Moderation samples provided to staff on time.
Responses to collaborative partners within two days.

KEY RELATIONSHIPS (Internal & External):
Faculty Partners and Systems Manager, Director of Learning and Teaching, Director of Partnerships and International, Accreditation Manager, Programme Co-ordinators, Heads of Department, Banner Team, Finance Team, Collaboration Partners

PERSON SPECIFICATION	
Essential	**Desirable**

Essential

Experience
- Experience in providing admin support, preferably in the Higher Education sector
- Experience in building and maintaining relationships with a variety of partners
- Experience with using various IT systems, preferably: SharePoint, TEAMs, Electronic Admission Systems.
- Experience of designing and implementing projects and solutions
- Experience in adapting to the demands of a pressured highly variable role and working accurately under pressure to meet deadlines

Skills
- High level of skill in the use and development of Microsoft Office products particularly Outlook and Excel
- Highly developed social skills to form close, facilitative customer relationships
- Effective communication skills by telephone, email, document and face to face
- Good team working skills to work effectively as part of a team and to cover areas of the work of the office

Qualifications
- Educated to A' level or equivalent

Personal attributes
- We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination,

Desirable

Experience
- Experience of maintaining records and implementing systems/procedures
- Experience of working with accreditation bodies.

Skills
- Skill in working with varied levels of staff within a complex organisation
- Ability to design databases

Qualifications
- Degree or equivalent

Personal attributes
- N/A

Inclusivity, Ambition and Creativity	