

Job Description

Job Title:	Progression and Programmes Officer (International Pathways)	Grade:	SG6
Department:	Vice-Chancellor's Office	Date of Job Evaluation:	September 2022
Role reports to:	Director of International Pathways		
Direct Reports	None		
Indirect Reports	None		
Other Key Contacts:	<u>Internal:</u> International Pathways Officer, Quality Officer (UGIC), Student Records Officer (UGIC), Faculty Link Tutors <u>External:</u> International college colleagues		

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:

Consistent with its strategy element of *Education Without Boundaries*, the University (UoG) works with a number of international pathway colleges (IPCs), including University of Greenwich International College (UGIC) and Oxford International London Centre (OILC), both operated by Oxford International Education Group (OIEG).

IPCs provide international students with the ability to study the initial stages of higher education as an entry route to full UoG awards. UGIC is based close to the University's campus at Maritime Greenwich and its students have full access to UoG services and facilities.

The purpose of the role is to optimise the progression of students from IPCs into further stages of their programmes at UoG, including working closely with the colleges and UoG academic Link Tutors.

The role will also support continuous improvement through the development and review of the international pathway partnerships, and associated programmes and modules, with particular regard to developing and managing high quality documentation.

KEY ACCOUNTABILITIES:

- To optimise progression of students into UoG from international pathway colleges
- To work with and support UoG academic Link Tutors in organising Faculty open days and other student engagement events, including on-campus presentations
- To analyse student progression information and present relevant briefings to key colleagues and meetings

- To monitor student recruitment at IPCs against targets
- To support IPCs to achieve continuous improvement in programme quality through IPC partnership, programme and module review and development
- To co-ordinate the development of QA documentation for IPC partnership, programme and module review and development, including authoring some elements
- To ensure that IPC assessment moderation processes and schedules are adhered to, and to co-ordinate the provision of example assessments to IPCs
- To analyse comparative performance information, between former IPC students and direct entry students and present relevant briefings to key colleagues and meetings
- To support registration and induction of IPC students, including the management (minimisation) of late arrivals
- To support awards arrangements for IPC students

Generic:

- To support the work of the International Pathways provision of UoG
- To represent the University at external events as agreed by the Director of International Pathways
- To contribute to the continuous improvement of all processes and procedures

Managing Self:

- To be self-motivated with the ability to work under pressure
- To deliver output with a high degree of accuracy, with particular regard to reports and documentation
- To manage own workload in accordance ongoing targets and requirements

Core Requirements:

- To adhere to and promote UoG's Equality and Diversity policies
- To work in accordance with Health & Safety regulations
- To contribute to the continuous improvement of all processes and procedures, seeking ways to improve efficiency and effectiveness of working practices
- To support and promote the UoG's sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the

shared responsibility of minimising UoG's negative environmental impacts wherever possible.

Additional Requirements:

- To support other services within the Vice-Chancellor's Office as required
- To undertake any other duties as required by the Director of International Pathways, consistent with the grade
- To work flexibly where required
- To travel occasionally within the UK

KEY PERFORMANCE INDICATORS:

- The efficient progression of students from IPCs into the core stages of their study programmes at UoG
- Provision of high-quality information to key colleagues and meetings
- Provision of high-quality documentation to support partner, programme and module reviews and approvals
- Continuous improvement of IPC provision

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of organising open days, taster days and other customer-focussed events • Experience of working in an HE or FE environment • Experience of collaborative working across organisation boundaries • Experience of analysing performance data using spreadsheets • Experience of co-ordinating and authoring elements of high-quality documentation <p>Skills</p> <ul style="list-style-type: none"> • Highly computer literate with the ability to use MS Office or similar to a high standard • Ability to co-ordinate and author high quality documents in MS Word • Ability to analyse information in MS Excel • Ability to organise and co-ordinate events • Excellent interpersonal skills and a customer focused approach • Excellent written and verbal communication skills • Ability to learn new skills and adapt to new ways of working • High-level of attention to detail • Ability to remain calm and professional under pressure • Ability to approach problems in a logical manner and seek creative solutions <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with HE/FE QA documentation eg programme specifications, module specifications <p>Skills</p> <ul style="list-style-type: none"> • Good understanding of the concept of continuous improvement <p>Qualifications</p> <ul style="list-style-type: none"> • N/A

<p>Personal attributes</p> <ul style="list-style-type: none">• A positive approach with a can-do attitude• Highly motivated with a resilient personality• Flexible and adaptable• We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful	<p>Personal attributes</p> <ul style="list-style-type: none">• N/A
---	---