

JOB DESCRIPTION

Job Title:	Faculty Accreditations Administrative Officer	Grade:	SG6
Department:	Faculty of Engineering and Science	Date of Job Evaluation:	
Role reports to:	Faculty Standards and Support Manager		
Direct Reports	N/A		
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: To manage the administration relating to accreditations/ validations/revalidations events in the Faculty and assisting the academic staff with the process.

Working with academics to help keep them on schedule and preparing submission data, as well the preparation of submission documents.

Responsible for the arranging and servicing of the Industrial Board meetings for the Faculty and Schools.

KEY ACCOUNTABILITIES:

Team Specific:

- To work effectively with Programme and Module Leaders in planning and effectively managing the accreditation and (re)validation processes.
- To establish and maintain good working relationships in contributing to the successful completion of these events, including with external bodies.
- Confirm timeline for each reoccurring exercise and keep senior colleagues on track to meet the deadlines.
- Work with colleagues across the Faculty in collating required information.
- Plan, attend and be an active participant in relevant events and meetings.
- Work with the Marketing Team to ensure that the website is updated with correct (re)accreditation/(re)validation details.

Generic:

- To provide comprehensive administrative support to ensure that the requirements for accreditation are met.
- Rapidly build up knowledge of requirements, from information supplied by accreditation bodies and other sources acquired by the Faculty.
- Advise relevant staff on expectations of Professional Bodies.
- Assist with drafting documents and gain agreement on key supporting documents that will be provided during accreditation visits.

- Assist and at times lead with the collection and analysis of information needed for the submission document, working with colleagues throughout the University as needed.
- Responsible for the provision of evidence in support of internal and external audits as well as national level exercises undertaken by external Bodies.
- Assist with the finalising and sending of the final submission document and associated evidence by the specified deadline.
- Liaise with professional Bodies to agree visit dates and accommodation/ catering requirements for panel.
- Work with the accreditation lead to agree timeline of visit with appropriate colleagues, ensuring all are aware of their input and assist with the coordination of the visit itself.
- To offer ongoing guidance and support to academic staff who are part of the accreditation process.
- Responsible for the arranging and servicing of the Industrial Board meetings for the Faculty and Schools.
- Responsible for the appropriate storage of administrative archive documentation in accordance with University policies, QAA, Industrial body accreditation requirements and the Faculty Records Retention Schedule.
- Act as a faculty administrative representative and participate where required.
- Responsible for the planning and management of electronic files related to accreditations in accordance with local practice, university policies and General Data Protection Regulations (GDPR).
- Update Faculty Health & Safety Manager with Accreditation information and supporting certification for health & safety records.

Managing Self:

- To be confident working with academics, and staff at all Levels.
- To be confident working with Externals and external accreditation bodies
- To be able to communicate effectively.
- To be self-motivated and able to work on own initiative.
- To manage their own time and be reliable and dependable.
- Set own goals and work effectively to deadlines.
- Responsible for maintaining own continuous professional development (CPD).
- Respond to enquiries/requests in a timely and effective manner
- To always maintain confidentiality.

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.

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 delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Successful completion of accreditation/validation events of programmes within the Faculty.
- Ongoing successful working relationships with academics and external accreditation bodies.
- Successful maintenance of the accreditation spreadsheets and systems throughout the year.
- Appraisal.

KEY RELATIONSHIPS (Internal & External):

- Programme and Module Leaders and other academic staff within the Faculty.
- Staff at all levels in the Faculty and offices
- Faculty Administrative Services Manager and Faculty Administrative Team
- Accreditation bodies
- External visitors
- Students and student representatives
- University networks and employer bodies

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Administrative experience in an education environment • Experience of managing projects • Experience of working in an administrative office 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an FE/HE Environment • Knowledge of an accreditation process for an education establishment would be an advantage

- Experience of working successfully to deadlines under pressure
- Experience of servicing and minute-taking at Committees and meetings.

Skills

- Ability to rapidly assimilate information and take control of projects, working to tight deadlines.
- Adaptable and able to deal positively with changing circumstances and deadlines.
- Excellent tact and diplomacy skills.
- Excellent working knowledge of Microsoft Office, including Word, Excel, Outlook and Teams
- Excellent interpersonal and influencing skills – to work effectively with a wide range of colleagues, especially senior-level colleagues and externals
- Capacity for independent working as well as being enthusiastic about contributing as an active member of the team
- Awareness of commercial sensitivity information confidentiality.

Qualifications

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

Personal attributes

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

- Experience of systems and procedures in Higher Education

Skills

- Working knowledge of accreditation systems and software

Qualifications

- PRINCE2 or similar Project Management qualification.

Personal attributes

- Ability rapidly to gain understanding of accreditation bodies and assessment requirements