

**THE UNIVERSITY OF MANCHESTER**

**PARTICULARS OF APPOINTMENT**

**FACULTY OF MEDICAL AND HUMAN SCIENCES  
MANCHESTER MEDICAL SCHOOL**

**POSTGRADUATE ADMINISTRATOR**

**Vacancy ref: M&HS-07098**

<b>Salary:</b>	Grade 4 (£22,029 – £24,775 p.a. pro rata)
<b>Hours:</b>	21 hours per week
<b>Start/duration:</b>	Immediate / three years
<b>Based at:</b>	Manchester Medical School
<b>Reports to:</b>	Senior PGT Administrator

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**JOB DESCRIPTION**

To be part of an integrated team and to play a key role in the organisations, development and administrative support of the Genomic Medicine postgraduate taught programme within the School of Medicine. The role will include working closely with the Programme Director(s) and to be the central point of contact for honorary staff and non-University staff working within the NHS, Health Education England (HEE) and key contacts within the School, Faculty and central University administration.

There is a requirement to demonstrate a high level of customer service and to show initiative in performance of the role.

**Key responsibilities**

- To be the central point of contact for students, honorary staff and non-University staff working within the NHS for programme-related matters.
- To liaise with the MAHSE Co-ordinator regarding start of year activities.
- To play a key role in co-ordinating timetabling and room booking.
- To prepare, maintain and monitor student records, ensuring systems are updated and relevant correspondence is sent to students (eg, registration, timetabling information, assessment information and results).
- To ensure compliance with University, Faculty and School policies and procedures relevant to postgraduate taught programmes.

- To act as main contact for all applicants and student enquiries.

#### *Admissions and registration*

- To be responsible for sending out conversion information to offer holders, eg, accommodation, training, inductions, arrival guide, student support, finances, facilities, orientation, etc.
- To create continuer confirmation of acceptance for studies (CAS) for international students.
- To monitor registrations and chase up students who have not completed registration.
- To liaise with the marketing team to ensure course details are correctly updated on the School website.

#### *Student Records / Teaching and Learning*

- To create new course units, schedule classes, set up and maintain academic advisement rules.
- To prepare records of new and returning students, ensuring program / plan information is updated so that students are term activated onto the correct plan codes.
- To be the central point of contact liaising with honorary and non-University members in co-ordinating timetables for the programme.
- To liaise with course unit leaders and Programme Directors regarding room booking requirements. To use appropriate University systems to book teaching rooms.
- To proactively work with the programme team in planning the teaching timetable, including scheduling of assessments and exam board dates.
- Required to communicate with external speakers regarding provision of lecture materials and actively chase them up regarding submission of materials.
- To assist with the production and publication of programme documentation (ie, handbooks) and other miscellaneous documentation. Maintain, update and ensure the accuracy of the published information.
- To activate Blackboard course units, to set up content folders and populate the Blackboard space with lecture materials ensure content is uploaded in a timely manner.
- To set up user groups within the organisation space so that access to archived folders is controlled.
- Required to take an active role in liaising with the e-learning team about programme needs.

#### *Assessment and examinations*

- To set up Turnitin assignment submission areas within Blackboard and co-ordinate download and distribution of assignment submissions to markers.
- To co-ordinate exam (including re-sits) information, requesting examination papers from course unit leaders, formatting exam papers, sending examination papers and model answers to the External Examiner for moderation.
- To book rooms for examinations which are not centrally organised, including obtaining answer booklets from Examinations team.
- To assist programme team invigilating examinations as required.
- To ensure examination scripts are photocopies and distributed to the correct markers.
- To communicate exam timetabling information to students.
- To input marks into the Campus Solutions system and to notify students of results.
- To arrange examination boards for multiple programmes, to service the exam board meeting (including providing advice and guidance on regulations).

- To co-ordinate the dissertation submission and examination process including (but not limited to) checking presentation, distribution of dissertations to markers/external examiner, completion of student records and production of award letters.
- To liaise with the Senior PGT Administrator and the Student Services Centre to ensure potential graduates are correctly identified.

#### *Student support*

- Maintain effective communication with all registered students, eg, informing of relevant workshops/training events, new procedures, deadlines etc.
- To liaise with the Senior PGT administrator, Programme Director and Graduate Education Manager regarding special permissions (interruptions, extensions to programme). To provide advice and guidance to students as appropriate.

#### *Attendance monitoring*

- To monitor student attendance and raise concerns in line with School and University policy where appropriate.
- Produce class registers and ensure the student representative circulates registers within classes and returns them.
- To organise appropriate times for students to attend office during census points and for documentation checking.

#### *General support*

- To assist with the servicing of appropriate committees as requested.
- General secretarial/clerical duties including photocopying, opening and distributing mail, booking rooms for meetings, making arrangements for visitors, etc.
- Work in co-operation with other PSS staff in the School and provide cover where necessary.
- To regularly arrange car parking spaces for visiting speakers.
- To process expenses claims from visiting speakers (travel / teaching costs) and the External Examiner, ensuring the right I & E codes are added to paperwork and forms are sent to the correct approvers for authorisation.
- To arrange events as required ordering appropriate equipment, booking rooms, arranging catering.
- To arrange transfer of bench fees for student projects.
- Ordering stationary and supplies for the Programme Director / programme team via Oracle Financials.
- Any other duties as reasonably requested by Graduate Education Manager, Senior PGT Administrator and Programme Director(s).
- *Postholders are required to familiarise themselves with the University's Equality and Diversity Policies and to actively support these wherever possible.*

## **PERSON SPECIFICATION**

### **Essential**

- Good standard of general education (A-level standard or equivalent) or extensive experience in a similar role within the higher education sector
- Proven track record of delivering high quality programme administrative services in the area of teaching and learning (ideally postgraduate) within a busy office environment
- Experience of systems and processes within large complex organisations, ideally within an higher education environment
- Excellent communication and interpersonal skills with the ability to liaise, communicate and build relationships with other departments in the University and external bodies
- Ability to work with minimum direction and effectively within a busy team
- Excellent IT skills, including a proficient working knowledge of MS Office applications and email including spreadsheets and databases
- Knowledge and experience of using Campus Solutions and Blackboard
- A well organised and flexible approach to work with good attention to detail
- Ability to use initiative to deal with problems and assist in providing solutions
- Proven organisational and time-management skills with the ability to work to meet conflicting deadlines in a calm and professional manner
- Able to handle sensitive issues and to maintain absolute confidentiality
- Proactive and professional attitude and approach to work and a willingness to develop one's own skills and abilities
- Flexibility and adaptability to new circumstances and change

### **Desirable**

- Experience in using the University's finance system Oracle Financials