

Job Description

Postgraduate Teaching and Learning Administrator

Department: Chemistry

Reports to:

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Context

The Chemistry Department

The Chemistry Department at University College London is the oldest in England, and today is one of the best in the UK, being ranked 2nd in the UK for the world-class impact of its research in REF(2014). We are located in Bloomsbury, at the heart of London, and offer an exciting and vibrant environment in which to study in one of the UK's top universities. The Department of Chemistry at UCL is committed to supporting excellence in both research and teaching. The department offers undergraduate BSc and MSci programmes in Chemistry and currently teaches 400 undergraduates registered in Chemistry as well as students who select Chemistry on the Natural Sciences programme and first year Chemistry for life scientists. The department also offers a number of Postgraduate Taught Masters courses with about 60 students per year and has an overall PGR student school of about 250 students.

The Chemistry Department has over 50 members of academic staff carrying out world-leading research. We specialise in the areas of organic synthesis, chemical biology, computational chemistry, nanotechnology, inorganic and materials

Grade: 6

Location: Bloomsbury Campus

chemistry, physical chemistry and chemical physics. The department has an annual research income of around £15 million, derived from many sources including the Research Councils (EPSRC, BBSRC, MRC, and NERC), European Commission and a wide range of charities and industrial partners in the UK, Europe and the USA.

Details about our research can be found on the departmental website <http://www.ucl.ac.uk/chemistry>.

Main purpose of the job

UCL Chemistry Department offers six Masters programmes currently enrolling around 100 students. The postholder (programme administrator) will provide specialist administration to the designated Masters programmes under the direction of the Senior Teaching and Learning Postgraduate Administrator.

The role will provide the support for all matters relating to the teaching and learning activities from admissions enquiry to completion, supporting relevant committees and processes relating to the assessment, student and course records.

The postholder must be efficient, organised and take great care in attention to detail. In addition, the role requires interaction with many people within and external to UCL thus a professional attitude, willingness to help and a positive outlook are

required in order to adequately execute the duties outlined.

Key responsibilities and outcomes:

Course/Programme Administration

- Deal with enquiries by telephone, email and in person relating to entry requirements and enrolment etc.
- Co-ordinate start of session arrangements; registration of new students, collate welcome packs.
- Liaise with the teaching programmes administrators and academic programme directors to plan and set up induction week.
- Work with the teaching programmes administrators and academic programme director to create and manage the departmental timetable for all designated taught courses, including the managing of room bookings and liaison with UCL staff in the implementation of the common College timetable.
- Process and co-ordinate teaching materials, such as course outlines, study packs, assignments in paper and electronic format, necessitating liaison with teaching staff and students.
- Update and brief academic/teaching staff on student application procedures and course/programme procedures and regulations.
- Liaise with relevant offices elsewhere in UCL, particularly the UCL Graduate School, Admissions Office, International Office and Student Records Office.
- Responsible for uploading and maintaining course/programme content on Moodle.
- Work with the teaching programmes administrator/departmental administrator/academic programme director to ensure that the entries in the UCL prospectus, advertising materials, programme handbook and web pages relating to designated course/programme matters are accurate and up to date.
- Create and distribute registers/attendance lists to academic/teaching staff as appropriate.

Admissions

Provide administrative support as required for admissions. This includes:

- Liaising with the Graduate admissions office, programme directors and applicants.
- Ensuring all admissions are processed in an effective and timely manner

Student records and enquiries

- Act as a first point of contact for students in person, on the telephone and by email, and provide information on procedures, regulations, programme and module choice etc.
- Create and maintain student files – electronic and paper.
- Process course changes, withdrawals and interruptions of study for students both internally and externally, through correspondence with local authorities/sponsoring bodies/placements etc.
- Monitor and record student attendance.
- Liaise with appropriate Faculty and Registry Personnel in verifying and correcting student records – including liaison with the College Finance Office regarding student fee liability and debt collection.
- Liaise with Disability Services in seeking appropriate provision for students with disabilities.

Examinations and assessment

- Provide support on various exam-related tasks including processing of final marks, co-ordinating and producing mark sheets for examinations; undertaking arrangements for Board of examiners.
- Track, collate and co-ordinate all examination questions and solutions, formatting examination papers, as necessary.
- Service examination boards including room and catering bookings, agenda setting and minute taking.
- Collect and accurately record coursework marks during the academic session,

- monitoring student progress during the year and organising re-distribution once marked.
- Create and maintain paperwork for extenuating circumstances meetings, including medical and other documentation as necessary.

Committees, Meetings and Reports

- Produce results reports for all designated courses/programmes and modules (to inform committees, funding bodies, external audits and for UCL and departmental planning purposes).
- Service PGT Exam Boards (to include gathering agenda items, distributing paperwork, contributing to the meeting, taking and circulating minutes and ensuring that agreed actions are carried out by the relevant staff).
- Keep informed about course and committee developments, attending and participating in meetings as required.

Administrative Support

- Provide cover for other colleagues in busy periods or when staff are on annual or sick leave.
- Respond to requests made under the Data Protection Act and Freedom of Information Act relating to designated courses/programmes.
- Maintain lists of student and staff contacts as appropriate.
- Make arrangements for workshops, meetings, seminars and other events relating to the designated courses/programme as and when required.
- Work closely with course directors to review administrative systems which support learning and teaching activities.

Other duties

The role may additionally be responsible for one or more of the following, or other similar activities:

- Management of alumni information, including job destination etc.

- The job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.
- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- The postholder will actively follow UCL policies including Equal Opportunities and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.
- The postholder will maintain an awareness and observation of Fire and Health & Safety Regulations.
- To be aware of and act upon:

Disciplinary procedure and disciplinary rules
Grievance procedure
Section 7 and 8 of the Health and Safety at Work Act

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
<i>Minimum of 5 GCSEs at Grade C or above (Including Mathematics and English Language) or equivalent, or having acquired relevant experience.</i>	E	A
<i>Educated to A level standard, or equivalent experience such as report writing.</i>	D	A
<i>Formal qualifications in Word processing/IT</i>	D	A
<i>Administrative work in a busy office environment.</i>	E	A
<i>Administration in Higher/Further Education or a teaching and learning environment.</i>	E	A
<i>Course/Programme administration</i>	E	A
Skills and abilities		
<i>Computer literate, including Word, Excel, Outlook, email and internet.</i>	E	A/I
<i>Ability to use web publishing software to produce documents for web.</i>	D	A
<i>Clear verbal and written communication skills in English (including accurate grammar, spelling and punctuation).</i>	E	A/I
<i>Good interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students in a teaching and learning context.</i>	E	A/I
<i>Ability to prioritise and organise own workload.</i>	E	A/I
<i>Ability to work under pressure and deal with high volumes of processing.</i>	E	A/I
<i>Ability to work accurately and with high attention to detail.</i>	E	A
<i>Ability to meet time-critical schedules.</i>	E	A/I
<i>Ability to work independently and as part of a team.</i>	E	A/I
<i>Ability to work confidentially and pro-actively.</i>	E	A
<i>Be willing and able to learn and use new systems quickly, including UCL specific systems such as Portico.</i>	E	A/I

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<i>Commitment to high quality service provision</i>	E	
<i>Commitment to keeping skills and knowledge of courses/programmes up to date</i>	E	
UCL Ways of Working for professional services		
<i>Please use Ways of Working supporting indicators to clarify 'how we work' expectations at UCL. Please click here to find grade appropriate supporting indicators and guidance on using Ways of Working in recruitment</i>	Essential	Interview
<i>Responding to colleague, student and stakeholder needs with the intention to provide an excellent service</i>	Essential	Interview
<i>Building rapport and being comfortable with others across different cultures and backgrounds</i>	Essential	Interview
<i>Planning effectively, recognising and flagging problems</i>	Essential	Interview

General Information

Terms & Conditions of Employment

The post is a UCL grade 6 post, the salary for which ranges from £29,152 to £34,153 per annum (including London Allowance of £3,211 p.a.). Starting salary is usually £29,152.

All posts that are based outside of London, for example at Harwell, will **not** have London Allowance included in the salary.

Cost of living pay awards are negotiated nationally and are normally effective from 1st August each year. UCL's non-clinical pay and grading structure is at http://www.ucl.ac.uk/hr/salary_scales/final_grades.php.

UCL's terms & conditions for research, teaching and professional services staff are at:

<https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff>

The full range of benefits is at http://www.ucl.ac.uk/hr/benefits/employee_benefits.php

Equal Opportunities

www.ucl.ac.uk/hr/docs/equal_opportunity.pdf

The Department has been awarded a Silver Athena Swan Award and we support the Athena beliefs that:

- The advancement of science, engineering and technology (SET) is fundamental to quality of life across the globe.

- It is vitally important that women are adequately represented in what has traditionally been, and is still, a male-dominated area.
- Science cannot reach its full potential unless it can benefit from the talents of the whole population, and until women and men can benefit equally from the opportunities it affords.

Further information on Athena Swan is at <http://www.athenaswan.org.uk/>

Apply

To apply for this position visit:

ucl.ac.uk/jobs

Search under Ref no:1873129