

Assessments & Awards Officer



At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students. Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job Description

1. Position Details

- **Job Title**
Assessments & Awards Officer
- **Grade**
F
- **Department**
Registry
- **Line Manager Job Title**
Assessments Manager

2. Job Purpose

The primary purpose of the role is to provide day to day operational support in relation to the coordination and management of assessment and award processes at the University. The post holder will ensure that the tasks are completed in accordance with the relevant academic regulations and policies and will provide support and advice to internal and stakeholders in relation to the student journey.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



Main Responsibilities

- 1 To support the Assessments & Awards Manager in the operation and maintenance of assessment records on the records system (SITS). In doing so, ensuring a high level of accuracy and compliance with University policies and regulations and external body and statutory requirements.
- 2 To support the Assessments & Awards Manager and Senior Assessments & Awards Officer in the operation of academic assessment procedures, mark entry, assessment deadlines, assessment boards and awards, ensuring the highest level of accuracy and compliance with data handling legislation and the University policies and regulations.
- 3 To develop an excellent knowledge of all University courses and collaborative provision in relation to the structure of the delivery and associated assessment and course regulations and requirements needed for the successful completion of the courses.
- 4 To develop an excellent knowledge of the academic regulations and policies.
- 5 To assist with the maintenance, monitoring and contribution of the assessment records in the University records system (SITS).
- 6 To administer the organisation of Assessment Board preparation including scheduling meetings, preparing agendas, and ensuring all necessary documentation is available in advance
- 7 To ensure all assessment results, awards and relevant data are accurately compiled for review during Assessment Boards
- 8 To act as minute taker for the Assessment Boards, ensuring decisions are recorded accurately and identify trends which may assist future developments.
- 9 To support the transfer of marks between the University and Collaborative Partners, ensuring that the marks are recorded and transferred accurately, timely and in-line with agreed operational process
- 10 To ensure the integrity and accuracy of the data on SITS and perform regular audits.
- 11 To act as a secretary at Assessment Boards and meetings. To prepare, distribute and maintain records of the Assessment Board's proceedings and decisions, ensuring that they are fully documented and compliant with university regulations

- 12** To support the certificate ordering process, including replacement certificates and in-house printing processes.
- 13** To process exceptional circumstances and suspected academic misconduct matters in accordance to the relevant regulations and standard operating procedures.
- 14** To provide information, advice and guidance (both verbally and in writing) to internal stakeholders in relation to the student assessment record and matters impacting the student journey, including advice on the relevant regulations. This will include contributing to the design and delivery of training.
- 15** To become fully conversant with both GDPR and the Freedom of Information Act.
- 16** Actively seek to implement the University's health and safety policy, and give due regard to the health and safety of themselves and others when carrying out duties.
- 17** Actively seek to implement the University's equal opportunities policy and promote equality of opportunity in relation to the duties of the post.
- 18** To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

Person Specification

1. Position Details

Job Title: Assessments & Awards Officer
Grade: F
Department: Registry
Line Manager Job Title: Assessments & Awards Manager

2. Person Requirements

Job Requirements	Assessment Criteria	
	(E)ssential	(D)esirable
Qualifications & training		
Degree or working towards a degree or professional qualification	E	
Experience		
Experience of working in an assessment-based role		D
Experience of working in a high pressure, customer contact environment	E	
Experience using complex database	E	
Experience of using SITS or other equivalent student databases in respect to student and programme data		D
Experience managing information/data, conducting analysis, and reporting on findings.	E	
Knowledge, skills & competencies		
Highly developed administrative & organisational skills	E	
Good written and oral communication skills; good interpersonal skills, computer literate (Microsoft Office – Word, Excel, knowledge of database packages).	E	
Knowledge & application of GDPR and Data Protection Legislation.	E	
Adaptability and ability to learn quickly, and working in a team environment	E	
General attributes & personal qualities		
Excellent interpersonal skills, active listening skills and ability to communicate effectively and confidently, verbally & in writing, to a range of audiences.	E	
Ability to work under pressure, maintain attention to detail, manage routine processes and procedures effectively, and prioritise workload in order to meet deadlines.	E	
To be committed to personal professional development.	E	