

#  **Job Description**

**Job Title:** Higher Education Administrator

**Responsible To:** Assistant Principal Higher Education

**Job Purpose:** To coordinate and provide support for the Higher Education activities of the Group.

## Principal Responsibilities

1. To coordinate, develop and manage systems and processes to support the Higher Education activities of the Group;
2. To liaise with the Higher Education Coordinators and Higher Education Leads to ensure all processes and procedures related to Higher Education are conducted in a timely manner and comply with Institutional/Partner deadlines;
3. To work with Higher Education Support and Systems Administrator and Management Information Systems to maintain and develop Higher Education quality and administration systems for data management;
4. To manage data collection and to design and develop reports in relation to Higher Education (i.e. National Student Survey, Teaching Excellence Framework, Graduate Outcomes);
5. To understand the importance of data quality and proactively take steps to maintain and improve this;
6. To lead and manage the learner analytics project with JISC;
7. To work with both internal and external partners to support events (i.e. Open Evenings, Graduation Ceremony, marketing activities, etc);
8. To support the administration and management of programme validations, annual monitoring, external assessments, external courses and partner approvals/reviews;
9. To provide administrative support to the Schools in relation to Higher Education activity.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To play an active role in Quality;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To adhere to all College policies and procedures;
7. To undertake professional development as required; and
8. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Manager which may lead to revisions in light of the operational requirements of the College.