

UNIVERSITY OF DERBY
JOB DESCRIPTION

JOB TITLE	Examinations Team Leader		
DEPARTMENT /	Registry		
LOCATION	University of Derby, 1 Devonshire Road, Buxton, Derbyshire SK17 6RY		
JOB NUMBER	0003-19	SALARY	£27,161 - £29,860 per annum
REPORTS TO	Information, Planning & College Administration Lead		

Role Summary

To lead and manage the Examinations Team in the F.E. Division across Buxton and Leek. To develop and maintain appropriate systems, processes and procedures are in place as determined by the needs of the F.E. Division, the University and external agencies. To promote excellent customer service and contribute to the development and operation of the examinations service with a particular focus on support for examinations and results. To ensure that the team delivers a high quality, professional service to students, delivery teams and external agencies as appropriate. To ensure that relevant developments within the F.E. Division are consistent with the University requirements and that policies, procedures and regulations are upheld.

Principal Accountabilities

1. Managing the Examinations Team on a day-to-day basis including prioritising workloads and analysing staff development needs in order to achieve an efficient and effective service.
2. Regularly review the examinations processes and take an active role in the development of new practices, procedures and policies for all relevant examinations and assessments.
3. Coordinate correspondence and examination material from examining boards and maintaining up-to-date examination materials.
4. Organise examination entries and submission, claims of certification for vocational qualifications and related administrative matters.
5. Ensure correct examination arrangements are in place including timetabling, rooms, stationery etc. in conjunction with delivery teams as necessary.
6. Ensure that examination results are validated and certificates are distributed.
7. Take responsibility for the maintenance of the F.E. division's computerised student record system for examinations and for the preparation and dissemination of examination management information.

8. Provide accurate and timely examination information in order to contribute to senior level discussions.
9. Analyse and prepare accurate returns and data for funding bodies, the Senior Leadership Team and any other bodies as required.
10. Take responsibility for the interpretation and implementation of all external Awarding Body regulations and to advise and train staff on the requirements.
11. Ensure safe storage and use of examination materials to the requirements of the appropriate examination boards.
12. Appoint and train invigilators as required.
13. Review and develop systems and procedures to ensure that all enquiries including transcript, certificate, references and duplicate result requests are dealt with in an efficient, timely and accurate way.
14. Manage the examinations and registration budget including authorising expenditure.
15. Ensure that audit evidence is available as required.
16. Work with the Information, Planning & College Administration Lead, to provide an effective examinations service that meets the needs of students, awarding bodies and the F.E. Division that is also consistent with the University's requirements.
17. Provide data for Awards Booklets etc. and provide general assistance and support with Awards Ceremonies.
18. Participate in both F.E. Division and University groups and committees as necessary.
19. Engage in external professional networks as appropriate, keeping up to date with knowledge and developments in the F.E. sector and beyond.
20. Ensure provision of suitable staff development opportunities.
21. Adopt the University's Core Values and Underpinning Behaviours.
22. Work flexibly and undertake any duties, as required relevant to the level of the post.

Person Specification

Essential Criteria

Qualifications

- Degree or equivalent experience

Experience

- Management experience in an F.E. or H.E. setting including leading staff teams and deploying resources, taking responsibility for decisions.

Skills, knowledge and abilities

- Understanding of an academic institution, with ability to demonstrate success in monitoring and evaluating people and systems to enhance quality and provision of service.
- In depth knowledge of examinations in F.E.
- Authoritative knowledge of the work practices, processes and procedures relevant to the role, including legislative, regulatory and broader sector awareness, including an understanding of the regulations and national codes of practice and the implications of non-compliance.
- Detailed knowledge and understanding of systems and services in an examinations environment and their varied applications.
- Analysis and presentation of management information for decision making, and experience of working independently and dealing with unforeseen problems and circumstances.
- Good written and oral communication skills including providing empathetic support to students.
- Good I.T. skills, and proven analytical and problem solving capability. Proven communication and interpersonal skills and the ability to influence and negotiate.

Business requirements

- A commitment to live and promote the University values and behaviours.
- Willingness to work outside of normal hours at times as relevant to achieving targets and meeting the needs of the F.E. Division.
- Ability to work periodically at each location where F.E. Division activity is delivered.

Desirable Criteria

Qualifications

- Management or customer care, NVQ or other
- Relevant professional body membership
- Evidence of continuous professional development

Experience

- Significant experience of the development and planning of examinations systems in F.E or H.E.
- Experience of budget management and control.

Skills, knowledge and abilities

- Developing and implementing policies and procedures at an operational level.
- Awareness of the future developments in examinations in F.E.
- Well developed people management skills.
- Strong customer focus

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>