



## Job Description

<b>Job Title:</b>	Curriculum Administrator		
<b>Department:</b>	Curriculum	<b>Location:</b>	Stornoway
<b>Grade:</b>	<b>NSUP15-18</b>		
<b>Report To:</b>	Team Lead Curriculum Support Staff		

### Job Purpose:

Curriculum administrators are responsible for providing effective and dedicated administrative support for tertiary education and in the facilitation of communication normally across the two faculties. This role is pivotal in ensuring curriculum operations run smoothly and to support delivering an excellent student experience, high learner satisfaction and successful student outcomes.

Curriculum administrators report to the heads of faculty and will carry out duties for them and curriculum managers. They will undertake a range of interconnected administrative duties associated with curriculum activity across faculties, for a key area and wider as directed.

Curriculum administrators will work very closely with the heads of faculty and the team of curriculum managers as the key link in communication and curriculum operations in the college and UHI. They will be strongly connected with UHI faculties and will support the facilitation of curriculum and cognate group activity.

### Context

The post requires significant interface within curriculum management and curriculum teams, and will require working with the student experience team and enterprise and engagement teams and at times important stakeholders.

The role requires a high level of proactivity and strong organisational and accuracy skills as well as an ability to engage with staff and stakeholders at all levels.

The post holder will have access to confidential and sensitive information and must therefore maintain confidentiality and be able to deal with sensitive matters appropriately using sound judgement.

### Key Accountabilities

## **Duties and responsibilities**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- provide an effective, high quality and timely administration service for curriculum which may include:
  - specialist areas such as senior phase, staffing and curriculum activity work
  - working with stakeholders and UHI partners and on service level agreements
- organise and facilitate curriculum related matters and meetings and keep associated records;
- effectively coordinate and manage diaries for managers;
- implement standardised processes for tracking whilst keeping business critical information up to date;
- create and produce accurate and timely internal and external correspondence and communications;
- provide administrative support and assistance in matters related to learning, teaching and assessment when required;
- use information management systems to collate, track and maintain data to assist in report writing, whilst working closely with performance and planning staff;
- work closely with curriculum professional service staff and key departments such as student services, planning and performance;
- be the first point of contact as directed, between managers, supporting functions; UHI faculties, UHI partners and stakeholders;
- support the coordination and facilitation of events that may include stakeholders (schools, employers, other organisations) and events involving students;
- support managers in the use of key technologies and systems for timetabling, procurement work, reporting and planning
- carry out SharePoint administration duties including site ownership function.

## **Terms and Conditions**

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

## **General**

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

## **Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others**

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

## **Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.**

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

## **Performance – Managing performance of teams across the college and creating development opportunities**

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.

- Keeps customers updated on progress
- Aims to deliver agreed targets to timescale
- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Qualification at SCQF level 7 such as HNC or equivalent and above. (consideration may be given to other qualifications)	Qualification relating to administration
<b>Experience</b>	<p>Three years of experience and evidenced practice in</p> <ul style="list-style-type: none"> <li>• working in an administrative environment.</li> <li>• organising meetings, events and scheduling work</li> <li>• accurate record and minute keeping</li> <li>• effective and efficient use of Microsoft Office and SharePoint</li> </ul> <p>Effective digital communication and effective use of Microsoft Teams</p>	Working in the education sector
<b>Knowledge &amp; Skills</b>	<p>Broad understanding of information management concepts and experience of SharePoint administration duties</p> <p>Proven track record of effective use of MS Outlook mailbox and calendar management</p> <p>Proven ability to manage tasks, meet deadlines whilst maintaining priorities</p> <p>Adept and demonstrable ability in written, verbal and digital communication with a range of people</p> <p>Must be able to maintain discretion and confidentiality</p> <p>Evidenced strong working relationships with other departments and stakeholders</p> <p>Digitally fluency: demonstrates a strong understanding and ability to effectively use a range of digital tools and technologies, including</p>	Ability to communicate in Gaelic

	<p>MS Excel and Word in addition to the above</p> <p>Demonstrates a collaborative and teamwork approach with personable and supportive qualities</p> <p>Evidence of recent CPD activity</p>	
<b>Personal Qualities*</b>	<p>Positive and outgoing personality</p> <p>Flexibility in order to meet deadlines</p> <p>Self-motivated with a calm and mature approach</p> <p>Can work effectively within a team and on own</p> <p>Ability to act as ambassador for the College in high level external contexts</p> <p>Also: see personal attributes framework</p>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment and ability to undertake and/or continue professional development in a relevant discipline</li> <li>• Clean driving licence</li> <li>• Be willing to work flexible hours when necessary to meet requirements of the post</li> <li>• Be willing to regularly travel on College business, between centres, UHI and within Scotland</li> <li>• Satisfy appropriate Disclosure Scotland checks</li> </ul>	

\*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

Hours of Work	This post is for 28 hours per week. You may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a part-time, permanent post
Salary	The salary for this post is on Support Scale Point 15-18, (£28,453 - £29,753 per annum) pro-rata, plus Islands Allowance.
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at Stornoway Campus, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

*UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.*

