Job Description – Assistant, AL TRA Workload Allocation Support (ALTRA) Team

About the Team

As part of the preparation for the implementation of the new contract, each Associate Lecturer (AL) is allocated a delivery FTE. For many ALs, a proportion of this delivery FTE will include a value for tuition-related activities (TRA).

The AL TRA team is responsible for supporting the allocation, monitoring, and managing of this element of AL’s FTE workload.

About the role

You will be part of a team that is responsible for supporting the operational activities involved in the contracting of Associate Lecturer (AL) tuition-related activities (TRAs) to ensure that workloads are fully monitored. The team will maintain an overview of ALs’ total workload to ensure that any work outside their agreed permanent FTE value is renumerated but does not result in ALs working excessive hours.

You will play a key frontline supporting role for Faculties and other stakeholder units, providing information, guidance, and high-quality administrative support to ensure the smooth running of the TRA process.

You will work closely with colleagues in the Faculties, Associate Lecturers Services, other Academic Services units and People Services.

Key responsibilities

1. Using a workload management report, you will support the monitoring and allocation of ALs’ TRA workloads.

2. You will provide effective, accurate and timely information and advice about AL workload capacities to Faculties, Academic Services, and other stakeholders who commission TRAs.

3. You will liaise with colleagues in AL Services to ensure that AL TRA workloads are aligned and adjusted to reflect any changes to their module workload.

4. You will liaise with colleagues in the Resourcing Hub to raise paid and unpaid TRA contracts for ALs.

5. You will work collaboratively with a range of stakeholder including Assessment, Credit and Qualifications (ACQ) to co-ordinate and monitor the allocation of EMA and exam marking activities within the AL workforce.

6. You will assist in the preparation and distribution of reports for managing and monitoring the allocation of TRA.
Skills, Experience, Education and Training

- A good general level of education, including GCSE grade ‘C’ standard (or equivalent) in Maths and English. Desirably A level mathematics.
- Ability to use IT systems with confidence and experience using standard Microsoft applications, including good working knowledge of MS Excel.
- Excellent interpersonal skills and an ability to build effective working rapport with stakeholders in other units.
- Ability and willingness to seek continued improvements to service delivery and operational processes.
- Ability to undertake high volumes of routine tasks accurately and within deadlines.
- Good organisational and prioritisation skills.
- Willingness to take personal responsibility for tasks and to provide support to colleagues.