Job Description – Manager, Policy and Information (Assessment Strategy)

About the role

Based in Assessment, Credit and Qualifications (ACQ) in Academic Services, the role holder will work within a small team of Managers who are responsible for managing the progression of new and changing module assessment strategies through the University approval process prior to operational implementation.

This involves liaising with academic units to gather, verify and systematise complex tuition and assessment information. The role holder will be required to collaborate with colleagues in operational areas to identify implications, mitigate issues and to facilitate smooth transition from planning to implementation.

Key responsibilities

Duties will vary according to the requirements of the annual cycle of work, but will typically include:

1. To operate the teaching and assessment strategy approval process: identify modules that require approval; co-ordinate consideration by relevant committees; and disseminate approved information within Academic Services and other areas of the University.
2. To liaise with and advise academic units about existing assessment policy in relation to the implementation of planned assessment strategies and co-ordinate the Assessment, Credit and Qualifications response.
3. To liaise with colleagues in operational areas to ensure that approved strategies can be implemented and supported within existing policy and systems, and to work collaboratively to find solutions where barriers are identified.
4. To coordinate the maintenance of presentation specific tuition and assessment information on University systems in liaison with Module Teams and providing support and advice where necessary.
5. To produce, publish and maintain the Curriculum Presentation Guide on the intranet via information from PLANET and other sources, in consultation with academic units and other relevant areas of Academic Services.
6. To undertake additional duties, as required and directed by ACQ Senior Management, which might include providing support for Assessment Policy projects.
Skills and experience

Essential:

1. A higher education degree or equivalent, or work experience at a comparable level
2. Excellent spoken communication skills; able to convey information effectively to a wide range of recipients at all levels of seniority; able to lead and contribute effectively to relevant meetings.
3. Excellent written communication skills; able to convey complex information and issues; able to produce policy papers and detailed reports for University level bodies, including governance committees.
4. Experience of quickly developing and maintaining effective working relationships with a range of key internal and external stakeholders to deliver outcomes.
5. Proven ability to work independently, demonstrate resourcefulness and solve problems.
6. Good analytical skills and the ability to work accurately with exceptional attention to detail.
7. Excellent organisational skills; able to prioritise workload, to be flexible in adapting to changing requirements and to work well under pressure and tight time constraints.
8. Experience of handling and systematising data.
9. High level of competency using IT tools, including Outlook, Word, Excel, PowerPoint, OneNote and SharePoint.
10. An understanding and knowledge of the UK Higher Education sector.
11. Identify with and demonstrate the culture and values of the Assessment, Credit and Qualifications Unit.