

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Centre for Enhancement in Learning and Teaching

Grade: 5

Responsible to: Head of Centre for Learning and Teaching

Role Summary:

Ensure the smooth running of the Centre. Act as a point of liaison between the Head of Centre, Learning and Teaching Advocates, Student Engagement Facilitator, Learning Developers, Digital Developers and relevant committees and groups. Manage records and monitor budgets for the Centre, for the University's UKPSF Framework including the PGCHE and staff development activity. Support the running of staff development conferences and events. Ensure that the Centre has a high profile through liaison with the Marketing Team. Support the coordination and organisation of CELT's contribution to the portfolio, programme and course provision.

Detailed responsibilities:

1. To co-ordinate the Centre office, provide excellent administrative support and monitor budgets.
2. To liaise effectively with all those contributing to the Centre, including Learning Development and Digital Learning, Student Advice, Library Services, Student Engagement, Students' Union, Careers Enterprise and Employability Teams, Registry, Schools Admin Office, and Learning and Teaching Advocates.
3. To co-ordinate and support meetings of CELT, relevant University committees and working groups.
4. To ensure systems, budgets and records are maintained to support and evidence staff development activity and progress with the UKPSF Framework. This includes:
 - a. Promoting staff development events and programmes;
 - b. Maintaining records of applications and the admission process;
 - c. Supporting quality assurance and documentation;
 - d. Event management for staff development programme and conferences;
 - e. Managing processes associated with the PGCHE;
5. To oversee the development and maintenance of essential Centre systems for Learning and Teaching Developments including bids.
6. To support the organisation and operation of the main student surveys; BGUSSS and NSS.

7. To interact with the Academic Schools, supporting the Learning and Teaching Advocates in improving the student experience.
8. To ensure effective communication with:
 - a. AdvanceHE and other professional groups such as SEDA and HEDG;
 - b. the Students' Union;
 - c. external stakeholders including assessors;
9. To co-ordinate a regular communication and information flow for internal and external stakeholders, including:
 - a. Support the CELT Team to update blogs, webpages & social media;
 - b. Prepare press & media releases;
 - c. Support the Annual Monitoring and Budget Planning cycles.
10. To provide diary and meeting management support to Head of CELT.
11. To prepare reports and help identify key trends to enable decision making.
12. To work with and support the Head of CELT with project work as and when required.
13. To comply with the University's welfare, health and safety policy, legislation and practice
14. To attend appropriate training and staff development sessions, and participate in an annual performance review/appraisal process.
15. The post-holder must operate within the Company Financial Regulations, Diversity and Equality Policy and other relevant policies.
16. To undertake any other duties as reasonably required.

Bishop Grosseteste University

PERSON SPECIFICATION

Centre for Enhancement in Learning and Teaching - Centre Coordinator

	Core	Supplementary
Education/ Qualifications and Special Training	Educated to A level or NVQ3 or suitable equivalent experience	Degree qualification;
Knowledge and Skills	<p>Excellent written and oral communication skills</p> <p>Excellent organisational skills with proven ability to manage conflicting priorities and work to tight deadlines</p> <p>Ability to record, monitor, analyse and report on a variety of information including datasets and statistical information</p> <p>Excellent IT skills (especially Word, Excel, outlook, internet) and to be adaptable to future technological trends</p> <p>Excellent office and administration skills including monitoring of budgets, preparation of correspondence, minutes, reports and other documents</p> <p>Ability to use own initiative and solve problems</p> <p>Ability to use social media applications</p>	<p>Knowledge of the professional services needs of support services in higher education.</p> <p>Good knowledge of Diversity and Equality issues</p>
Experience	Experience of high level administrative duties within a busy office environment and of providing administrative support	Experience of working within higher or further education.

	<p>Experience of networking and liaising with colleagues and external stakeholders</p> <p>Experience of contributing ideas to team targets</p>	
Personal Attributes	<p>Excellent team player with the ability to work without direct supervision</p> <p>Conscientious, enthusiastic and self-motivated</p> <p>Honest, reliable and used to working with confidential information</p> <p>Methodical with an eye for detail</p> <p>Client-centred; willing to offer help and support, approachable</p> <p>Enjoys work in a fast-paced environment</p> <p>Resilient</p> <p>Flexible in approach to work and willing to undertake further training as required</p> <p>Positive and proactive attitude to work</p> <p>Be able to work under pressure and manage competing deadlines</p>	