

Job Description and Person Specification

Assessment Executive

December 2024

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Purpose and Values

Purpose

Our purpose is:

Breaking down barriers together.

Values

Our values are:

Dare to be different

Make it happen

Don't be mean

Job Description

Job Title:	Assessment Executive
Salary:	Grade 1: £25,980 to £36,480
Hours of Work:	37.5 hours per week Monday to Friday 08.00 to 18.00 [Non-contractual flexible working scheme applies]
Working from home:	The postholder is required to work on-site each working day However, occasional working from home may be permitted at the line manager's discretion provided it does not exceed one working day in any week; this is subject to the postholder completing a satisfactory risk assessment of their home workstation and working environment
Holidays (Paid):	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
Pension:	Contributory pension scheme. Full details are available from the Finance Department
Main purpose of the role:	Under the leadership of the Assessment Manager the Assessment Executive is responsible for assessment tasks. Note: The post holder may be required to undertake tasks outside of the Job Description and this may require the post holder to work outside their own Division/Department
Reporting to:	Assessment Manager
Location:	7 Bedford Square, London, WC1B 3RA

Main Tasks

The main tasks of the job are:

- Ensure all tasks are undertaken within the spirit of the Institute's purpose and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- Undertake assessment tasks, ensuring compliance with all internal and external regulations, policies and procedures.
- Managing all the internal assessment procedure and policy documents, reviewing and updating them on a regular basis.
- Provide students with high quality and effective first-line advice and guidance on assessment, and facilitate their understanding of internal and external regulations, policies and procedures.
- Prepare and publish an assessment calendar which includes submission dates for each assessment (including resit dates), marking deadlines, publication of provisional marks and the dates of Module Boards.
- Manage the implementation of any regulations, policies and procedures regarding external examiners, conducting training where required.
- Manage all assessment deadlines and implement an audit function to test compliance with deadlines.
- Make arrangements for the sitting of any examinations, including the appointment, training and allocation of invigilators.
- Work with the IT team to set up the submission areas correctly in the VLE.
- Ensuring all assessments are marked and moderated (internally and externally) in accordance with any regulations, policies and procedures. Regularly auditing corresponding forms and communicating issues to Course Leaders.
- Organise Module Boards and ensure all required paperwork and records are available for the Module Boards and attend the meetings of such Boards as required.
- Ensure accuracy of recorded marks and undertake an audit comparing recorded marks with those received from the Module Boards.
- Ensuring all student records held within the Student Record Management System are accurate (to include the modules being taken and the grades awarded).
- Comply with any requirements issued by the Head of Data Management and Statutory Returns with regards to student data that must be collected for submission to HESA and other external stakeholders.
- Attend Staff Meetings, Staff Development sessions and all other meetings at which attendance is required.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams.

- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information relating to students with any third party without the Line Manager's express permission.
- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).

The above is not an exhaustive list of tasks as the role may change to meet the Institute's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.

Person Specification

Essential criteria [i.e. the criteria that an applicant must satisfy]

Qualifications

- Undergraduate degree.

Experience and attributes

- Experience of working in student support, academic administration or assessments in a Higher Education setting.
- Ability to deliver training to both internal and external stakeholders, e.g. academic staff, external examiners and invigilators.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, Excel, PowerPoint and Outlook; SharePoint; and Microsoft Teams).
- Advanced Excel skills and ability to deal with large sets of data in Excel, including data entry, spreadsheets, filings, use of formulas
- Ability to interrogate and interpret data.
- Ability to use Student Management Systems (e.g. Oracle on Demand, SITS).
- Excellent writing, communication and interpersonal skills.
- Ability to engage and work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.
- Ability to manage change and adapt to a fast-changing environment.

Personal qualities

- Welcoming and hospitable attitude
- Attention to detail
- Ability to own and find solutions to problems
- Commitment to living the Institute's purpose and values: Breaking down barriers together; Dare to be different, Make it happen; and Don't be mean.
- Reliable and consistent work ethic
- Genuine commitment to equal opportunities, widening participation and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]

Qualifications

- None

Experience and attributes

- None.

Personal qualities

- None

Guaranteed Interview Scheme for applicants with a disability and other related information

We actively encourage applications from persons with a disability.

If an applicant with a disability meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, to obtain documentation in a different format, to ask for support or to discuss any issues around reasonable adjustments, in the first instance, please contact Antony Charles, Head of People and Development at antony.charles@bil.ac.uk. Please refer to our [Staff Recruitment and Development Policy](#) for further information.