

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Assessments Administrator
DIVISION/DEPT:	Division of Education / Registry
TYPE:	Full-time
GRADE:	PSP Grade 3
RESPONSIBLE TO:	Head of Student Records

GENERAL INFORMATION

About the School

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by

distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 27th for medicine in the 2019 QS World University Rankings.

In the 2019 Shanghai World Ranking we placed 201-300 overall, and ranked 4th in public health (1st in the UK), 17th in clinical medicine, and 76-100 in human biological sciences. In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

The Division of Education

The Division of Education is led by the Secretary & Registrar and the Pro-Director (Education), responsible for leading the strategic development of the School's education provision and maintaining oversight of its operational delivery.

The Division manages and supports the School's education provision (taught programmes and research degrees) by bringing together staff from the School's academic faculties and professional support staff, to maximise the quality of learning and teaching provision and to enhance the student experience. The School comprises three academic faculties that are responsible for developing and delivering the academic programmes: Epidemiology and Population Health (EPH), Infectious and Tropical Diseases (ITD) and Public Health and Policy (PHP).

The School presents unrivalled opportunities for postgraduate study of the major disciplines related to public health and tropical medicine and seeks to offer challenge, choice and student-centred learning. In accordance with the School's mission, the postgraduate teaching programme aims to contribute to an

improvement in the health of individuals and populations, and to the advancement of medical and health sciences, both in the UK and internationally. The School is one of the autonomous colleges that form the federal University of London. On successful completion of their studies, students gain a University of London degree.

The School currently offers a range of taught master's degree programmes (face-to-face and distance learning) and research degrees (MPhil, PhD & DrPH), many of which can be studied on a full-time or part-time basis. In addition, a short study programme provides intensive advanced learning through a range of shorter continuing professional development courses. There is increasing emphasis on diversifying the methods of delivery (distance, eLearning) and on allowing students to mix these modes ('blended' learning).

Registry

The School's Registry has responsibility for supporting London-based teaching and research training programmes by maintaining and advising on strategy, policies, procedures and regulations; processing applications and applicant visas, admissions and registering students; managing scholarships and tuition fees, supporting students during their study, and administering assessments.

Further details, including a full list of Registry staff and an organogram can be found on our website:

<https://www.lshtm.ac.uk/study/studentservices/registry-services>

JOB DESCRIPTION

Job Purpose

The Assessments Administrator is responsible for delivery of Registry services in relation to the School's assessments and examinations.

The post holder will be responsible for administering taught course and research degree examinations and assessments and provision of assessment-related information.

MAIN DUTIES AND RESPONSIBILITIES

Postgraduate Taught (PGT) and Continuing Professional Development (CPD) Assessments

Assisting the administration of PGT and CPD programme examinations and assessments by:

- producing examination admission notices,
- processing examination entry forms,
- assisting with special examination arrangements for students,
- arranging re-sit assessments and examinations,
- producing academic transcripts for students,
- preparing pass lists,
- supporting the administration of all other aspects of the PGT and CPD examination process.

Postgraduate Research (PGR) Assessments

Assisting the administration of PGR programme assessments by:

- processing PGR examination entry forms,
- advising PGR students of the procedure for thesis submission,
- receiving thesis submissions from PGR students and checking relevant documentation,
- logging receipt of research degree theses and their despatch to examiners,
- ensuring PGR examiner reports are returned in a timely fashion and follow-up of outstanding reports,
- arranging for payment of external examiners' expenses and other examination-related payments,
- assisting with the production and issuance of PGR examination results to students and academic departments,
- supporting the administration of all other aspects of the PGR examination process.

Prizes and Medals

To assist with arrangements for awarding student prizes and medals by:

- producing award letters for recipients of prizes and medals,
- arranging for payments to be processed for prize winners; and
- arranging for medals to be engraved and despatched to medal winners.

Regulations, Policies & Procedures

To advise students, staff and other key stakeholders on School regulations, policies and procedures by:

- maintaining an up-to-date knowledge of relevant School regulations policies and procedures,
- providing staff and students with expert advice on School regulations, policies and procedures; and
- ensuring compliance with School regulations, policies and procedures by students and staff.

Other Duties

To provide general support to Registry services by:

- answering general enquiries at the Student Hub counter,
 - responding to email and telephone enquiries,
 - registering new and continuing students and checking their eligibility to register,
 - acting as an usher at the School's Graduation ceremonies,
 - covering the duties of other Registry staff during absences as directed by the Head of Registry, or Heads of Student Records; and
 - undertaking any other responsibilities or duties as reasonably delegated by the Head of Registry, or Heads of Student Records.
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Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post, but may be altered at any time in the future, as duties and responsibilities change and/or develop, providing there is full consultation with the post-holder.

The post holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to bring their passport (and visa if applicable) to interview so that it can be copied and verified.

This role does not meet the minimum requirements set by UK Visas and Immigration to enable sponsorship of migrant workers. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK

Further information about Certificate of Sponsorship and eligibility to work in the UK, can be found at:

www.ukba.homeoffice.gov.uk/employers/points

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

POST: **Assessments Administrator**

DIVISION / DEPT: Division of Education / Registry

Tested by* A = application; I = interview; T = Test

1. Qualifications	Essential (E) Desirable (D)	Tested by*
1.1 Hold an undergraduate degree or equivalent professional qualification or equivalent relevant experience.	E	A

2. Knowledge and Experience	Essential (E)/ Desirable (D)	Tested by*
2.1 Experience of working in higher education administration.	D	A, I
2.2 Experience of interpreting and implementing regulations, policies and procedures.	E	A, I
2.3 Knowledge of relevant legislation (e.g. GDPR, Equality Act 2010).	E	A
2.4 Experience of using a large student records database.	D	A, I

3. Skills and Abilities	Essential (E)/ Desirable (D)	Tested by*
3.1 Ability to prioritise own workload and work flexibly to meet conflicting deadlines, often under pressure.	E	A, I
3.2 Ability to work as part of a team and independently.	E	A, I
3.3 Proven ability to provide an effective level of customer service.	E	A, I
3.4 Very strong attention to detail and accuracy skills.	E	A, I, T
3.5 Excellent verbal, written and presentation skills.	E	A, I, T
3.6 Highly competent in a wide range of IT applications and software.	E	A, I