Postgraduate Programme Officer

0.5FTE, Fixed term until the end of November 2019 (with possibility to extend to end of December 2019).

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>8600</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Sociology</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 5, £29,486 - £33,638 per annum, pro rata</td>
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<tr>
<td>Contract Type:</td>
<td>Fixed term until the end of November 2019 (with possibility to extend to end of December 2019).</td>
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<td>Hours:</td>
<td>0.5 FTE</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: 7th April 2019
Interviews: w/c 15th April 2019

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We’re looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.
Department of Sociology

The Department of Sociology has an outstanding reputation based upon our strong emphasis on theoretical sociology and the development of methodologically rigorous approaches to sociological issues. The Department is recognised as one of the foremost research Departments in the country. We were ranked 9th in the UK REF2014 for research intensity and 35th in the QS World University Rankings for Sociology in 2018.

Ours is one of the largest Sociology Departments in the country, with 40 full-time members of staff, research staff and a dynamic group of international fellows and visiting tutors. The Department is currently host to around 480 BA students, over 80 MA students and around 50 PhD students. It has an excellent reputation for its teaching, having received the highest judgement of ‘confidence’ in the last QAA Developmental Engagement.

Further details about the Department are available at: http://www.gold.ac.uk/sociology

Job description

Reporting to: Department Business Manager

Summary:

In order to cover a staff secondment, the Department of Sociology is looking to recruit a Postgraduate Programmes Officer, 0.5FTE, until the end of November 2019 (with possibility to extend to end of December 2019).

You will be responsible to the Department Business Manager and will work as part of the Professional Team. Professional team members include the: Department Business Manager, Research Administrator, Undergraduate Programmes Coordinator, Postgraduate Programmes Officer, Postgraduate Research Officer and Department Coordinator.

You will job share with the current Postgraduate Programmes Officer who remains in post for 0.5FTE and between you, you will have responsibility for all administrative duties related to our postgraduate programmes.

You will join one of the largest and most innovative Sociology Departments in the UK offering a range of undergraduate and postgraduate programmes in an institution specialising in the social sciences, arts and humanities. You will be expected to participate fully in departmental life and maximise the efficiency of the administrative, support, and technical functioning of the Department.
This is a 0.5FTE, fixed term post until the end of November 2019 (with possibility to extend to end of December 2019).

We are hoping to appoint to this post ASAP.

**Main duties:**

The post holder will be expected to be able to carry out the following duties in line with the grade of the post. You will:

- To provide administrative support to PG teaching programmes and their convenors;
- To support and liaise with the Director of PG Programmes over matters concerning students, applications, interviews and recruitment, including funding and scholarship processes;
- Produce registers in order to monitor and record attendance of students in line with the Goldsmiths Attendance Policy
- To support all aspects of the assessment process for PG programmes
- To service the PG Learning and Teaching Committee and any other departmental committees as required
- To update and maintain the PG student information systems e.g. filing, social media, VLE, databases, hand-in records, dissertation forms, option choices, and exam performance.
- To prepare and update departmental PG documentation e.g. handbooks, course materials, and summer mailing packs.
- To support the department orientation programme for incoming students.
- To support departmental activities in relation to QA and student experience e.g. course evaluations and staff/student forums;
- To respond to enquiries relating to the PG programmes from: staff, students and potential applicants and take the appropriate action as necessary;
- In addition you will be required to undertake any other duties as may reasonably be required and with regard to the level of appointment;
- Be committed to personal professional development, to ensure the highest quality of service to our staff and students;
- At all times to carry out your responsibilities with due regard to the College Code on Equality and Diversity and Code to Combat Bullying and Harassment/Dignity at Work
Policy:

- At all times to help maintain a safe working environment by attending training as necessary and following the College’s Health and Safety Codes of Practice and Policy.

- You will be required to undertake any other duties as may reasonably be required.

- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.

- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy.

**Person Specification**

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- A = Application form
- C = Certificate
- I = Interview
- R = Reference
- T = Test
- P = Presentation

<table>
<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td>First UK Degree or Equivalent</td>
<td>A, C, I</td>
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<tr>
<th>Essential Criteria 2 - Experience</th>
<th>Category</th>
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<tr>
<td>Proven administration experience in Higher Education</td>
<td>A, I</td>
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<tr>
<td>Experience of using VLE (virtual learning environment) and student record systems</td>
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<tr>
<th>Desirable Criteria 2 - Experience</th>
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<tr>
<td>Proven experience acting as Secretary committee meetings</td>
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<td>Essential Criteria 3 – Knowledge</td>
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<td>An understanding of the Higher Education sector, familiar with HE standards and practices</td>
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<th>Essential Criteria 4 - Skills</th>
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<tr>
<td>Proficient in IT packages including MS Office (Word, Excel, Outlook)</td>
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<td>Excellent skills in problem analysis, planning organising, coordinating and managing workload priorities</td>
<td>A, I</td>
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<td>Excellent oral and written communication skills</td>
<td>A, I</td>
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<td>Excellent personal and interpersonal skills and the ability to interact successfully with people at all levels, e.g. interpersonal sensitivity, assertiveness, diplomacy, and the capacity to respect confidential information</td>
<td>A, I</td>
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<tr>
<td>Ability to work both independently and as an active member of a professional team</td>
<td>A, I</td>
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<td>Ability to put forward new ideas and take the initiative in problem-solving</td>
<td>A, I</td>
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<th>Additional Attributes</th>
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<td>Collegial, with ability to work collaboratively as part of Department academic and professional teams and within the College generally</td>
<td>A, I</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact Claire Jarman, Department Business Manager, e-mail c.jarman@gold.ac.uk.

March 2019
Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

• Competitive salary
• On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
• Working in Zone 2, with fantastic transport links and interest free travel to work loans
• Excellent annual leave entitlement plus additional closure days at Christmas and Easter
• Membership of USS or LPFA pension scheme, dependent upon grade
• Access to exclusive discounts, including high street retailers
• Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
• Contractual sick pay provision
• Free eye tests
• Wellbeing initiatives including the Chaplaincy and Staff Choir
• On-site dining facilities and gym
• Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.

6 Goldsmiths, University of London, New Cross, London, SE14 6NW