

FACULTY OF LAW

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Job description and selection criteria

Job title	Course Administrator for the BCL and MJur
Division	Social Sciences
Department	Faculty of Law
Location	St Cross Building, St Cross Road, Oxford OX1 3UL
Grade and salary	Grade 5: £24,298- £28,982 p.a.
Hours	Full time
Contract type	Permanent
Reporting to	Academic Administrator (under review)
Vacancy reference	121477
Closing date	12 noon UK time, Monday 11 January 2016

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university

For more information please visit www.ox.ac.uk/about

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The four academic divisions are each led by a senior academic, each of whom, as Head of Division, is a member of the University's Council. The Head of the Social Sciences Division is Professor Roger Goodman. The Social Sciences Division is responsible for academic oversight of the teaching and research of its various departments and faculties, for strategic and operational planning, and for personnel and resource management. Thirteen departments, one faculty, and two cross-divisional research units come under the aegis of the Social Sciences Division which spans the full range of social science disciplines with links into the humanities and physical sciences. There are nearly 1000 academic staff, 3,400 graduate students (postgraduate taught and postgraduate research), and 1,900 undergraduates working and studying in the division.

The Division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables. The Social Science Division's externally funded research income is budgeted at £38 million for financial year 2012/13. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE), the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit: www.socsci.ox.ac.uk

Faculty of Law

The Faculty of Law in the University of Oxford is the largest in the United Kingdom. It is a federation of thirty law schools in the colleges of the University. There are four specialised centres associated with the Law Faculty: the Centre for Criminology, the Institute of European and Comparative Law, the Centre for Socio-Legal Studies and the Oxford Intellectual Property Research Centre. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics. The Law Faculty has a distinguished reputation in research and publications in Law. The last Research Assessment Exercise reported that substantially more top-rated research activity went on at Oxford than in any other university in the country. Oxford is consistently listed in the top three for law in the leading guides to British universities.

The BCL (Bachelor of Civil Law) and MJur (Magister Juris) are one-year graduate taught courses offered by the Law Faculty. There is some variation in the course options available, but most of the teaching overlaps. Each year around 150 students are admitted to the two courses combined. These degrees use tutorials as a central part of their teaching, as well as the seminars and lectures more generally used on LLM and other Masters courses.

There are 225 students in each of the three years of the Faculty's undergraduate degree in law, the BA in Jurisprudence. The Faculty's graduate programme includes, in addition to the BCL and MJur,

the MSc in Criminology, the [MSc in Law and Finance](#), which this postholder will support, and the largest [doctoral programme](#) in Law in the English-speaking world.

For more information please visit www.law.ox.ac.uk

Job description

Course Administrator for the BCL and MJur: outline of the role

The Faculty of Law seeks to appoint a Course Administrator to support a range of administrative functions for the BCL and MJur. These are one-year taught Master's-level degrees requiring a high degree of professionalism in all aspects of administrative support for the teaching programme, examinations, and other assistance to the Academic Administrator and Associate Dean for Taught Graduate Students.

This is a new post, reporting to the Academic Administrator (under review). The postholder will work closely with the Examinations Officer, and alongside a team of staff involved in supporting the postgraduate taught courses in the Law Faculty.

Duties

(a) Examinations Administration

1. Overseeing the BCL/MJur examination process:

- i. responsible for the process by which examination papers are prepared, approved and delivered to the Examination Schools, including alternative formatted papers for students who are sitting examinations with alternative arrangements;
- ii. organise examiners' meetings, producing and circulating agenda, papers and data, attending, participating and keeping an accurate record of proceedings;
- iii. responsible for the nomination/appointment of assessors and for the payment of these assessors at the end of the academic year;
- iv. preparation, production and circulation of information to examiners and assessors concerning their responsibilities during the examination process;
- v. preparation, production and circulation of information to students;
- vi. support the preparation, production and circulation of the Notices to Candidates;
- vii. draft a specimen examination timetable for the Examination Schools;
- viii. meet specific deadlines;
- ix. respond to queries from students and colleges on examination issues;
- x. organise delivery of scripts to markers and completing the relevant forms for distribution from the Examination Schools;
- xi. the preparation/printing of the materials in the Examination Room working closely with the Examinations Officer;
- xii. organise statute books to be available electronically, liaising with the Disability Librarian, Accessible Resources Unit (ARACU) on costs and obtaining Faculty approval.
- xiii. organise scripts to be typed during the examinations including liaising with College tutors, Senior Tutors of Colleges, College Administrators, Examination Schools and the Proctors Office;
- xiv. hand deliver, when necessary, confidential papers to examiners and assessors;

- xv. prepare the Examiners' Report: receive and collate individual subject reports; organise for the final report to be available to the Examinations Officer by the required deadline; organise the distribution of the final report including relevant appendices, once approved by the relevant Committees, to Faculty Members via the website, and to Senior Law Tutors, in hard copy, to pass onto College Libraries;
- xvi. follow up on recommendations in the Examiners' Report and by the Examinations Committee;
- xvii. update the examination entry forms for the BCL/MJur which in turn updates the assessment unit on SITS;
- xviii. send out letters to BCL and MJur prize winners, and arrange payment; and
- xix. contribute to the Examination section of the Faculty Student Handbook.

2. Work with/advise Faculty Officers on examination matters:

- i. Liaise closely with the Examinations Officer; and cover any matters that may arise in his/her absence, deputising for him or her when required; and
- ii. advise and support the Chair of BCL/MJur Examiners on all aspects of the examinations.

3. Marking

- i. oversee the distributing of dissertations for marking;
- ii. oversee the distributing of essays for marking;
- iii. manage the marking process including database entry, queries on mark sheets, preparing documentation for Examiners' meetings including data statistics, student marks and results;
- iv. load results lists into WebLearn, check marks in SITS before being released and distribute marks and results to College tutors.

4. Liaison with Colleges, University Proctors; Education Committee, Examination Schools:

- i. communicate with colleges, the Proctors Office, Education Committee and the Examination Schools, by email, telephone, in-person, fax and post, maintaining essential confidentiality at all times;
- ii. provide a liaison point between academics, students and colleagues within the university;
- iii. provide a liaison point between Examiners, the Chair of Examiners and the Examination Schools;
- iv. liaise with visiting academics involved in examining; and
- v. provide information to the Education Committee on any requests for Faculty views/decisions on relevant examination issues of BCL/MJur students.

(b) Other Course Administration

Working with the Academic Administrator and other members of the student administrative team, the postholder will also provide administrative support for a range of functions and processes underpinning the organisation and delivery of the BCL and MJur programmes. The postholder will:

- 1. provide current and past students with letters of identification, verifying scholarship forms, etc. and supporting the visa monitoring process for students on course;
- 2. answer queries. The postholder will be the initial point of contact for all enquiries about the BCL/MJur programmes coming from students, colleagues and academics, including queries relating to the interpretation of regulations, exam edicts and course requirements;

3. organise student induction at the start of the academic year and contribute to the compilation of the annual BCL/MJur Class Profile Book;
4. administrative preparation and distribution of teaching materials, including uploading material onto the WebLearn site and overseeing the maintenance of the BCL/MJur WebLearn section;
5. oversee option sign-up and planning; secure dissertation supervisors and examiners; advise on, and process, requests for changes of course after deadline, suspensions, etc.; and conduct student surveys, processing the returns and disseminating the findings;
6. support the organisation of some of the practical arrangements, both for teaching (e.g. lecture recording), and student-related activities and events;
7. monitor the submission of supervisors' reports on OxCORT, follow up on missing reports, and provide data to the Associate Dean for Taught Graduate Students;
8. support requirements arising from disability issues;
9. manage updates to course descriptions, handbooks and web-based materials, and provide information from these on request.
10. maintain student records and, under the supervision of the Academic Administrator implement any changes which emanate from the central University and/or the Faculty. The postholder will also be responsible for the management of the data within the system to ensure accuracy and relevance;
11. prepare and update copy for the website, working with the Faculty's IT team as appropriate;
12. liaise with the BCL and MJur student representatives; and
13. work closely with the student administration team to ensure adherence to University and Faculty policies.

(c) Other

1. work closely with the Academic Administrator, to carry out relevant tasks as required; deputising for him or her as agreed, and covering any matters that may arise in the absence of the Academic Administrator, as appropriate;
2. function as part of the Faculty's student administration team, and contribute to the operation and development of that team;
3. work collaboratively with colleagues in the Faculty, the Division and the University, and to respond to requests to carry out comparable tasks for the Faculty as required by the Academic Administrator and/or the Head of Administration and Finance; and
4. undertake training on university software systems in accordance with operational requirements.

(d) Systems and software packages

1. use and maintenance of an Access examinations database, including data entry, reports, updating, and working with the Database Officer on amendments in response to changes in the examination process and general improvements to the system;
2. full use of SITS e:Vision to view and extract data and to fully support the admissions and examination processes. Full training will be provided if the successful applicant is not already using this system within the University;
3. use of WebLearn: the main Faculty site for the distribution of course materials and information, and the secure site for examination materials, marks, etc.;
4. use of OxCORT (Oxford Colleges On-line Reports for Tutorials) to monitor supervisor reports;
5. extensive use of spreadsheets for record keeping and the manipulation of data;
6. use of Outlook for e-mail and calendaring, and occasional use of Planon facilities management software for room bookings;
7. use of Drupal content management system to make amendments to the Faculty website.

Selection Criteria

Candidates will be judged on the basis of the following criteria and should ensure that their application shows how they meet those criteria.

Essential

1. Proven administrative experience in a comparable role;
2. able to produce very accurate work to deadlines, without close supervision, and accustomed to handling large amounts of data and information;
3. capacity to understand and follow complex administrative systems and processes;
4. evidence of a high standard of written and oral communication, with ability to produce work to high professional standards;
5. excellent organisational skills and efficient working methods, able to manage and prioritise a number of competing tasks;
6. able to work independently, using own initiative with good judgement for assessing when advice or approval is required;
7. IT proficient and capable of using a variety of software packages for a range of functions, with relevant experience of using these systems;

8. an effective communicator and able to demonstrate tact and discretion, both when dealing with sensitive and confidential information, and in responding to the particular needs to students from a diverse range of backgrounds;

Desirable

9. a readiness to work closely with the Examinations Officer and Academic Administrator;
10. a flexible approach to work, with a supportive and co-operative attitude and the composure to handle unexpected situations;
11. sympathy for the academic objectives of the Law Faculty and the wider University; and
12. experience of working in the Higher Education sector, particularly in the area of course administration or similar.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/support/

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You are also asked to upload a supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Shortlisted applicants will be invited to attend an interview at the Law Faculty.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.

Information for Priority Candidates

A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter must be attached to any application they submit.

The priority application date for this post is the same as the closing date for all other applications.

Full details of the priority application process are available at:
<http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate>