

Job Details		
Job Title:	Academic Coordinator	
School/Dept/Institute & Centre:	Barts Cancer Institute, Teaching Centre	
Reports to:	Deputy Institute Manager	
Grade:	4	Full Time
Career Family:	Professional Services	
Appointment period:	Indefinite	
Current Location:	Charterhouse Square	

Job Context

The Barts Cancer Institute (BCI) is a Cancer Research UK Centre of Excellence whose work aims to transform the lives of those with and at risk of cancer through innovative research in the laboratory, in patients and in populations. BCI is internationally renowned in many areas of cancer research and it combines ground-breaking basic research with the expertise of clinicians and clinician scientists from the Centre for Experimental Cancer Medicine and the Barts NHS Trust to achieve improvements in cancer patient care. BCI is also committed in supporting and developing future cancer researchers through its extensive postgraduate training. It is one of six institutes within The School of Medicine and Dentistry (SMD).

Job Purpose

- To co-ordinate independently and with minimal supervision postgraduate teaching and training within the Institute, liaising particularly with the Course Directors and Deputy Institute Manager, and with the postgraduate offices within the College, to ensure a high standard of delivery and compliance with Institute and College regulation and policies.
- To provide general administrative support to the Course Directors and Deputy Institute Manager, as required.
- To provide general academic assistance to the Director's Office, including leading on and being responsible for special project and events management. There will be direction from the senior management initially, but minimal supervision thereafter.
- To work as a member of the administrative/management team of the Director's Offices, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure, as directed.

Main Duties & Responsibilities

MSc Course Management:

- With the Course Directors, plan the Institute's MSc courses, including the marketing and publicity to ensure maximum student admissions.
- To coordinate the MSc teaching which includes the preparation of teaching and lecturing materials, booking rooms/equipment, assignment submissions, lab project allocation process and making any other necessary arrangements to ensure the smooth delivery of taught courses.
- To assist in the preparation of the exam timetables and coordinating the exam process.

Main Duties & Responsibilities

- To coordinate the distance learning MSc courses ensuring the lecture capture system is maintained and the recordings are made available to students.
- To manage the work of, and act as Secretary to, the Subject Exam Board, including liaising with the Academic Secretariat and External Examiners; to prepare and circulate the exam board papers in accordance with the College's Academic Regulations, ensuring that all actions from the relevant committees and boards are promptly and efficiently actioned.
- To maintain and update course website and materials, including course and module guides, course brochures and the online VLE sites.
- Maintenance of student records and information, including attendance, assessment results and Exam Board decisions using SIS and student databases.
- To act as the Teaching Centre's first point of contact for current and prospective students, academics and visitors for enquiries relating to teaching.
- Responsibility for ordering and processing invoices using Agresso for Teaching Centre supplies, laboratory consumables, events, honorariums and student travel claims, ensuring the teaching expenditure remains within budget (£250,000 per annum).
- To act as a mentor for postgraduate students particularly those from overseas, providing one to one advice in non-academic matters, including accommodation, financial and general welfare issues.
- To prepare course approval documentation for College committees.
- To assist the Graduate Office with the application and confirmation procedure, to process and monitor applications during the year.
- To plan and manage student admissions, and assist where necessary with inductions, award ceremonies and any other teaching events.
- To provide general administrative support to the Course Directors and Deputy Institute Manager.

Research Student Management:

- To oversee the postgraduate research student policy, assisting students in converting registrations from MPhil to PhDs within the required period, monitor bench mark report submissions and assisting supervisors and students to ensure they meet their target completion dates.
- To coordinate the Barts Cancer Institute Centre Training programme recruitment process.
- To coordinate the five-year Molecular Pathology Training Programme, in conjunction with Cambridge University.
- To provide administrative support to the postgraduate tutors.
- Organise the annual Barts Cancer Institute Postgraduate Day.
- To assist with the recruitment and admissions process for research students.

Academic Assistance:

- Assist the Deputy Institute Manager in developing the Institute's teaching portfolio.
- To process paperwork for associate and work experience students.

Main Duties & Responsibilities

- To coordinate the Institute's short courses including the Royal College of Surgeons Core skills course and the short courses for Allied Health Professionals.
- To be responsible for the effective provision of administrative duties for assigned projects (usually 2-3 months in length), working autonomously to ensure a given project is taken to completion by a set deadline, with minimum direct supervision, using initiative and judgement to determine how the project should be completed on time.

Other:

- May be required to provide assistance for the organisation and planning of the monthly All Staff and Student Meetings. This involves keeping abreast of current developments within the Institute to select topical internal speakers and carefully considering areas of potential interest to staff and identifying and inviting appropriate high calibre guest speakers, to be responsible for the guests for the duration of their visit, including receptions with the academic staff, as appropriate.
- To help with the planning of events within the Institute, such as:
 - Academic Retreats (Two day strategic meetings of all academic staff, off-site)
 - Distinguished Guest Lecturer Days
 - Receptions for Inaugural Lectures
 - Director's Receptions
- The post-holder must at all times carry out their responsibilities with due regard to the College's Equal Opportunities and Health & Safety policies.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Job Profile

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable
Qualifications	GCSE (or equivalent) in Maths, Science and English (A-C)	E
	Educated to degree level or equivalent	E
Knowledge,	Proven record of extensive administrative experience in a busy office environment	E
Skills and	Experience of working in the Higher Education sector supporting academic course delivery.	E
Experience	Experience of, and a creative approach to, problem solving and responding flexibly to changing demands	E
	A good understanding of university teaching, course administration and research training programmes	D
	Experience of committee servicing	E
	Experience with using student information/record system	D
	Ability to manage a varied and demanding workload and meet deadlines	E
	Ability to use own initiative and work independently as well as part of a team	E
	Good Communications and Interpersonal skills	E
	Excellent organisational and time management skills	E
	Accuracy and attention to detail	E
	Excellent IT skills, including spreadsheets, email, word processing and databases (Microsoft Office)	E
	Excellent written, verbal and numeracy skills	E
	Attitude and	Friendly, positive disposition
Flexible and co-operative		E
Willingness to be flexible during busy periods, with some evening and early morning work required		E
		E
		E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.