



## JOB DESCRIPTION

### Academic Records Manager

<b>Department</b>	Academic Office
<b>Salary</b>	£32,332 to £38,205 per annum, discretionary to £41,732 pa (Grade 6 of the University Salary Scale), depending on skills and experience; this salary will be pro-rated in the event the post is held part-time.
<b>Hours</b>	The post is available as either a full-time or part-time appointment, with a minimum appointment of 0.8 FTE. Due to the level of the post the hours of work are not prescriptive, and the post holder is expected to be flexible to meet the demands of the role (no less than 37.5 hours a week if holding the post on a full-time basis).
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Academic Administrator
<b>Contact</b>	College Officers, current students and other staff across the College and collegiate university.
<b>Additional information</b>	<p>The post-holder will be entitled to take a free lunch when on duty and the kitchen is open.</p> <p>Annual leave entitlement will be 30 days including the College's closed period of five days at Christmas, plus bank holidays; this allowance will be pro-rated in the event the post is not held full-time. Due to operational requirements, you will be required to work on one of the May bank holidays, for which time off in lieu will be provided.</p> <p>The post-holder will also have access to appropriate training courses, including those courses held by the Oxford Centre for Teaching and Learning and Computing Service.</p> <p>Parking is not available; however, the College provides a bus pass scheme and a designated area for bicycles.</p> <p>Further details on staff benefits can be found on the back page.</p>
<b>Start date</b>	September 2024
<b>Standards</b>	 <p>We are a certified Oxford Living Wage employer</p>  <p>INVESTOR IN PEOPLE</p>

## **Wadham College**

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 250 postgraduates, around 70 Fellows and more than 140 support staff. Founded in 1610, Wadham has an annual turnover of some £10M and reserves in excess of £100M.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. The current Warden is Robert Hannigan CMG.

Further information about Wadham College can be found at [www.wadham.ox.ac.uk](http://www.wadham.ox.ac.uk)

### **Academic Office**

The Academic Office is responsible for the administration of academic processes in Wadham and is overseen by the Academic Administrator and Senior Tutor (who also acts as the Tutor for Admissions). It administers appointment processes for new lecturers, prepares and distributes papers for the College's academic committees, oversees admissions and registration procedures for new undergraduate and graduate students, offers support to Fellows and lecturers, handles enquiries from students, and manages the collection and dissemination of academic information to other departments in the College and University. The Academic Office has a happy history of being a close-knit but hardworking team in a busy College.

The office team consists of the following members of staff:

- Academic Administrator (managing the office and working closely with the Senior Tutor);
- Admissions Administrator (managing undergraduate admissions);
- Academic Records Manager (responsible for managing data on students and academic staff);
- Academic Support Administrator (supporting college officers in their welfare, disciplinary and academic monitoring functions as well as supporting academic administration);
- Graduate Administrator (managing graduate admissions and supporting the Tutor for Graduates);
- Academic Office Administrator (supporting student ceremonies and official documentation requirements);
- Access and Outreach Officer (working with schools and colleges across the country to broaden access to the College and University), who is supported by a number of Access Assistants.

### **General Overview**

The post of Academic Records Manager is varied and challenging. The postholder needs to be able to handle many different duties simultaneously, whilst also keeping an eye on

the broader picture, identifying opportunities to adopt best practice and possibilities for improving and stream-lining services. The post combines provision of 'core' services, which need to be conducted termly or annually, with the need to respond rapidly to particular situations, and the opportunity to contribute to the College's strategic goals through the effective management and analysis of underlying data.

## **Responsibilities and Duties**

The post holder is primarily responsible for the management and dissemination of student and academic staff information within the College, ensuring that data is communicated between College departments and the wider University in the most effective and efficient way, whilst ensuring compliance with the General Data Protection Regulation (GDPR). The role has the potential for substantial project work to improve the College's current channels of communication, and for the post-holder to contribute to the College's strategic direction through analysis of student and staff data.

The post involves balancing the demands of this project work with the daily routine tasks of the role, which are:

### **A. Administration of Student Records**

1. Maintaining and updating the Academic Office's Access student database and other forms of student data held by the Academic Office; Wadham uses eVision College Records as the main student database, with the in-house Access database updated periodically for reporting purposes.
2. Accurately and clearly documenting the processes by which records are managed.
3. Preparing lists for other College/University departments and for publication in the Wadham Gazette.
4. Carrying out essential start- and end-of-term record maintenance and end-of-year processes.
5. Maintaining student and staff records on the University's online reporting software for undergraduate tutorial teaching (TMS).
6. Administering the College's termly Tutorial Feedback and Self-Assessment surveys, collating results and distributing feedback to tutors in a timely fashion.
7. Issuing transcripts and confirmation of status letters for current and historic students as required.

### **B. Administration of Academic Staff Records**

1. Maintaining and updating the College's Access Personnel database and other forms of academic staff data held by the Academic Office.
2. Accurately and clearly documenting the processes by which records are managed.
3. Carrying out essential start- and end-of-term record maintenance and end-of-year processes.
4. Drafting appointment letters for lecturership appointments and liaising closely with other relevant members of staff regarding the on-boarding of academic staff.
5. Maintaining the college lecturers' Sharepoint site and mailing list.
6. Overseeing the Academic Support Fund, by which Fellows and Lecturers can claim for research- and teaching-related expenses.
7. Liaising with the College Bursary and external third-parties regarding invoicing for periods of leave and academic buy-out by Fellows.
8. Liaising with College Tutors to monitor the provision of out-tutors, and updating the undergraduate reporting system, TMS, as required.

9. Conducting right-to-work checks as required for academic staff and other casual employees and ensuring that right-to-work records are appropriately maintained.

### **C. Data Management and Analysis**

1. Serving as the College's [Information Custodian](#), managing access to data provided by the University on behalf of the College, and liaising where necessary with the College's Data Protection Officer.
2. Ensuring the Academic Office's compliance with data protection regulations and the College's related [data protection policies](#), and assisting with responses to Freedom of Information requests and Subject Access requests as required.
3. Networking with colleagues across the collegiate university working in similar fields to ensure that the College is adopting best practice wherever possible and serving as a member of the eVision College Records Working Group.
4. Contributing to College reports and papers by providing the Senior Tutor with data to support decision-making in college committees (e.g. Academic Policy Committee, Tutorial Board, Equality & Liaison Committee).
5. Recording and reporting of exam results to Governing Body on an annual basis.
6. Collating data for the annual Trustees' Report, the annual HESA return, the Research Excellence Framework (REF) and other surveys as required.
7. Ongoing project work as required (e.g. with regard to digitisation of the College's historic student records).

### **D. General Duties**

1. Maintaining Sharepoint sites on behalf of the Academic Office and, where necessary, updating the College website.
2. Assisting the Academic Support Administrator with the coordination of termly collections (internal College examinations).
3. Answering general student queries and providing other administrative support as required, including supporting other office staff at busy times.

## **Person Specification and Selection Criteria**

### **Essential**

1. Educated to degree level or equivalent.
2. Experience of managing digital information and the flow of data to the relevant systems and departments.
3. Experience of maintaining a database and an understanding of the principles that govern good database management.
4. Good interpersonal skills, including the ability to deal confidently with a wide variety of people, including tutors, other College staff, students and University administrators, with an awareness of the sensitivities of dealing with a variety of different constituencies within a University context.
5. Excellent IT skills, including knowledge of Microsoft Office 365 and SharePoint online (plus Access and web-form administration if possible), and a willingness to learn other bespoke applications as required.

6. Organisational skills, including the ability to use initiative to balance demands from different areas, to prioritise work and manage time, to work calmly under pressure, and to meet deadlines.
7. Ability to work unsupervised in an organised and methodical fashion, with attention to detail and accuracy.
8. Problem-solving skills, with the ability to exercise judgement and take initiative.
9. Good command of the English language (oral and written).
10. Discretion and an understanding of the demands of confidentiality.
11. Sound judgement and diplomacy, with an ability to deal tactfully and sympathetically with student academic, welfare or disciplinary issues.
12. Sympathy with the aims, objectives and values of a Higher Education Institution.
13. Willingness to work flexibly to meet the fluctuating demands of the University calendar.
14. To maintain development by undertaking training suitable to the post.
15. To be friendly, honest and reliable.
16. To be presentable and maintain dress and department standards.

### **Desirable**

17. Knowledge and understanding of institutional obligations and best practice with regard to the General Data Protection Regulation (GDPR).
18. Experience of report-writing and preparation of procedural and policy documents.
19. Experience of using a Content Management System for web-editing.
20. Previous experience of a Higher Education environment and the student life cycle.
21. Relevant knowledge of Oxford Colleges/University system.

## **APPLICATION PROCESS**

Applicants are asked to submit a covering letter (1-2 sides in length) and a CV including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent line manager or Head of Department.
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities.

Applicants should ensure that they outline the reasons for their interest on the application form and the qualities they feel would make them particularly suitable for this position. Applications will be judged solely on the basis of how the applicant demonstrates that they meet the selection criteria outlined above.

The deadline for receipt of applications is **12 noon on Tuesday 28th May**. Shortlisted applicants will be notified thereafter for interview and it is anticipated interviews will be held during the week commencing 17<sup>th</sup> June. Applications should be sent to: [vacancies@wadham.ox.ac.uk](mailto:vacancies@wadham.ox.ac.uk) or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

### **Special Arrangements**

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

### **Data Protection**

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: [GDPR Framework \(ox.ac.uk\)](#). This includes a copy of the Privacy Notice for Job Applicants.

### **Wadham College Equality Statement**

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

### **Values Statement**

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

## BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: <a href="https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0">https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0</a>
Free Staff Meals	If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed.
Employee Assistance Programme (EAP)	An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing.  A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) <ul style="list-style-type: none"> <li>• 10% discount in some University shops</li> <li>• Free entry to Oxford colleges and libraries which charge for admission</li> <li>• Discounted computer software from the University Computing Service</li> <li>• Free access to the University Botanical Gardens</li> <li>• Discounted membership of the Iffley Road gym and swimming pool</li> </ul>
Pension	The University offers generous occupational pension schemes for eligible staff members.  Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: <a href="https://finance.admin.ox.ac.uk/osps">https://finance.admin.ox.ac.uk/osps</a>  Current pension contributions are: <ul style="list-style-type: none"> <li>• 19% Employer (Wadham):</li> <li>• 4%,6% or 8% Employee:</li> </ul> General information about university pensions can be found at: <a href="https://finance.admin.ox.ac.uk/pensions">https://finance.admin.ox.ac.uk/pensions</a>
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's Christmas party.
Travel	The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Full details are available from the College.
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.

Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit <a href="#">Home   Childcare Services (ox.ac.uk)</a> . Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.