



**St Mary's
University
Twickenham
London**

JOB DESCRIPTION

Job Title: Curriculum Data Officer

Department: CIO - Project Office

Reports To: SRS Project Manager

Grade: D

Pay Spine: 14

Salary: starting at £20,836 per annum

Hours: Full Time, 36 hours per week

Term: Fixed Term 6 months

Job Purpose:

To provide support to the Project as well as the Quality and Standards team for the migration to a new student records system (SRS), with particular responsibility for ensuring the accurate and timely migration of curriculum structure data. To upload curriculum information and to proactively check the quality, accuracy and integrity of curriculum data against definitive curriculum structure records. The post holder will be expected to work in a project-based environment and to liaise with key stakeholders including Quality and Standards colleagues to ensure project deliverables are completed on time.

Main Duties and Responsibilities:

- Liaising with the Quality and Standards Team and Student Records System Project Team in ensuring that curriculum record data is transferred accurately into a new student records system (SITS)
- To be a key contact for the Quality and Standards Team concerning the setting up of curriculum structures in SITS
- Independently verifying and validating the accuracy of data entry against curriculum information
- Resolving issues concerning the quality of data or the process of data input
- Documenting and maintaining accurate records of the data migration process
- Assisting the Quality and Standards Team with managing modifications to programmes and modules and updating the student records system according to established quality assurance protocols
- Liaising with other members of the SRS project
- Reporting on data entry progress to the Project Manager as well as the Head of Quality and Standards as and when required
- Supporting Project and Curriculum Work stream activities in the SRS project
- Undertaking any other duties as reasonably requested by the Project Manager and Head of Quality and Standards

PERSON SPECIFICATION

Selection Criteria	Essential (E) Desirable (D)	Assessed by		
		Application	Interview	Skills Test
Knowledge and Qualifications				
Undergraduate degree (or equivalent graduate-level experience)	D	X		
Experience and knowledge of working with large and complex databases and IT systems	E	X	X	
Experience of undertaking data entry tasks using large electronic record management system	E	X	X	X
Knowledge of data quality processes, including validation and verification	E	X	X	X
Experience of working in higher education administration	D	X	X	
Knowledge of quality assurance processes and principles in higher education	D	X	X	
Experience of using student record system	D	X	X	
Skills and Abilities				
Excellent IT skills with experience of using Microsoft Office (Outlook, Excel, Word and Access)	E	X	X	
Ability to rapidly acquire new IT skills	E	X	X	
High level of accuracy and attention to detail and ability to check quality of own work	E	X	X	X
Ability to produce accurate reports to senior colleagues	E	X	X	X
Ability to work in a busy office environment	E	X	X	
Ability to work in a team in a project-orientated environment	E	X	X	
Personal Attributes				
Motivated to work in a higher education environment	E	X	X	
Confident communicator in oral and written formats	E	X	x	
Excellent organisational skills and ability to plan activities to meet deadlines effectively	E	X	X	
Able to work to tight deadlines under pressure and prioritise workload to meet objectives	E	X	X	
Ability to use initiative to solve problems independently and creatively	E	x	X	

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this Job description/Person Specification in accordance with the changing requirements of the organisation.