

ADDENDUM TO JOB DESCRIPTION

Job title: Course Coordinator

Allowance: A Responsibility Allowance is payable in addition to the salary of Senior Lecturer whilst undertaking this role. It should be noted that the total of the individual's annual base salary with the annual responsibility allowance will be capped at the level of Scale Point 45, this being the top of the contribution points for Grade 7.

Responsible to: Head of Subject

Responsible for: Associate Lecturers

Date: June 2013

Job purpose

The role holder provides support to the Head of Subject in relation to the academic and operational management of the Subject area. This may be by taking responsibility for a named award or for an area of activity within the Subject area.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Main duties and responsibilities

The main duties and responsibilities of this role form an addendum to the core requirements of a Senior Lectureship and have been grouped under the following headings:

1. Academic Coordination.
2. Student Experience.
3. Quality Assurance.

1. Academic coordination

- a) To coordinate curriculum content as required by the Head of Subject. This may be in the form a named award or a level of study or equivalent.
- b) To support the Head of Subject in recruitment activity (open days, presentations, promotional materials, etc.) liaising with Marketing, International, NR and WP teams as appropriate.
- c) To support the Head of Subject in timetabling, advance planning and review.
- d) To manage the operating budget devolved by the Head effectively and efficiently (including responsibility for the raising of Associate Lecturer contracts).
- e) To line manage Associate Lecturers within the Subject area.
- f) To support the Head of Subject in liaising with external examiners, collaborative partners, employers, professional bodies, industrial and commercial organisations, key contacts at feeder schools and colleges at home and overseas.

2. Student experience

- a) In relation to the designated area of responsibility, to ensure delivery of an agreed standard of student engagement and support.
- b) In relation to the designated area of responsibility, to maintain a clear overview of the academic standing of students, taking appropriate action as necessary.
- c) More generally, to support the Head of Subject in optimising the student experience in the Subject area from induction through to graduation.

3. Quality assurance

- a) In relation to the designated area of responsibility, to ensure that module content, delivery and assessment complies with the relevant AIF and MIFs.
- b) In relation to the designated area of responsibility, to take responsibility for the quality of relevant documentation and information and to ensure that these meet the quality expectations and regulatory requirements of the University.
- c) In relation to the designated area of responsibility, to ensure that all module marks are provided to Registry as required and that the process of referral/deferral is effectively managed.
- d) More generally, to support the Head of Subject in implementing university procedures for quality assurance and enhancement effectively (including Annual Strategic Reviews).

Health & safety requirements

In relation to health and Safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

Membership and responsibility as a designated member of Falmouth's Committee structure (including Health and Safety Committee) as appropriate to the role.

You have a direct responsibility to ensure a safe and healthy environment for staff, students and other users of the areas of the University under your span of control, by ensuring that:

- Falmouth's safety policies and requirements are implemented and that resources are available to the staff under your control to ensure statutory compliance.
- Risk assessment forms are completed for relevant activities (e.g. fieldwork, performances, exhibitions etc) undertaken by staff and students within your area, and that any resulting actions are taken and that safe working practices are followed.
- Correct and timely communication of safety issues both to your superiors and the staff that work for you is carried out as relevant to your areas of responsibility.
- You work within a framework of effective governance, ensuring compliance with relevant regulations, legislation, policies and procedures.
- Staff within your area fulfil their responsibilities under the University's Health and Safety Policy, including any responsibilities as members of University Committees as appropriate.

PERSON SPECIFICATION

Job title: Course Coordinator

Attributes	Essential requirements	Desirable requirements
Education and qualifications		Successful experience of managing staff and other resources. Experience of contributing to academic and operational planning.