Assessment Coordinator

Post Reference: NU9226

Salary Scale: Grade 5
£28,592 - £31,861 per annum

Vice-Chancellor
Professor Jackie Dunne

Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

(HR – Template 22.9.26)

Birmingham Newman University

At Birmingham Newman University, we believe education has the power to transform lives and unlock the potential of every individual. Our inclusive and supportive environment enables students and staff to feel recognised, encouraged and empowered to make a meaningful difference in their communities, professions and the wider world.

Founded in 1968, Birmingham Newman has built on its Catholic heritage to become a modern, inclusive university that welcomes people from all backgrounds and world views. Between 2020 and 2025, our work was guided by six strategic objectives: transforming students' lives; working in partnership with students; serving our diverse community and the wider world; adding to knowledge and cultivating wisdom; nurturing our staff; and growing our institution.

As we implement our new Strategy, our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equity, and opportunity for all. We are a diverse and close-knit community of around 5,000 students and 400 staff. Our scale enables us to build genuine connections, offer personalised support and create a culture in which people are seen and valued. This sense of belonging extends beyond the classroom, enabling students, colleagues and members of our wider community to work together, make a real impact and contribute to the world around them.

Our strategic goals reflect our commitment to values-driven, high-quality university education. Our vision is to be recognised by students and employers across the region as the leading university for inclusive education, preparing graduates for the workforce of tomorrow. We nurture curiosity, confidence and capability in every learner so that they graduate with more than knowledge: they leave with the skills and resilience to thrive in a changing world. We are also strengthening our role as a centre for inclusive research and knowledge exchange, where academic work responds to real-world issues and makes a tangible difference to society.

We are proud of our place and deeply committed to our region. As a University that is rooted in our community, we celebrate the positive impact that the University has on the people and places we engage with. Birmingham Newman plays an active role in supporting social mobility, widening participation, and contributing to local and regional development, while also participating in global conversations. Our student population reflects our mission of inclusion and opportunity. 70% are the first in their family to attend university, 55% come from the most deprived areas (IMD 1) with 87% coming from areas of higher deprivation (IMD 1-3), 37% were eligible for free school meals, 28% identify as disabled, and 50% are from Black, Asian, and other ethnically diverse backgrounds. These figures demonstrate our role as one of the region's most significant educational drivers of social mobility and community transformation.

Our approach gets results, and is increasingly recognised at a national level: in the **National Student Survey** we are ranked No.1 in the UK for Student Positivity, named University of the Year for Teaching Quality in **The Times and Sunday Times Good University Guide 2027**, the fastest riser in the **2027 Guardian University Guide**, Nurse Education Provider of the Year (pre-registration) at the 2026 **Student Nursing Times Awards**; earned sliver in the Lecturers and Teaching Quality category at the **WhatUni Student Choice Awards** (WUSCAs); and topped the rankings for teaching excellence, student experience and student support in the **2026 Daily Mail University Guide.** We also placed in the Top 10 UK universities for Student Satisfaction in the **Complete University Guide 2027**, rank 4th

nationally in the **Higher Education Policy Institute Social Mobility Index 2025** and shortlisted for the University of the Year at the **Social Mobility Awards**.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place to study or work. It is a community rooted in care, respect and ambition for our staff, our students and the University as a whole. Here, staff and students work together to make a difference in their own lives, their communities, their professions and the wider world.

Job Description

Job Title: **Assessments Coordinator**

Grade: **5**

Salary: **£28,592 - £31,861 per annum**

Hours: **37 hours per week**

Department: **Assessments and Graduation, Academic Registry**

Reporting to: **Deputy Head of Registry (Assessments and Graduation)**

1. Overview of Role:

To support examinations, coursework and student casework procedures. To assist in the processing of additional consideration applications, resolution of academic appeals. To collate and input assessment results in readiness for Assessment Boards. To participate in the organisation and delivery of the Student Helpdesk and graduation ceremonies and to support administrative work in relation to the main duties of the team.

2. Main responsibilities:

The main responsibilities will be in relation to assessment work, which includes providing advice and guidance on assessment processes and policies; collating, inputting and checking marks; monitoring assessments and preparing information for Assessment Boards.

To work within the team and support the Deputy Head of Registry (Assessments & Graduation) in the development and improvement of the University's assessment processes and services and to provide training and advice for stakeholders.

To support the provision of accurate and prompt advice to students via the Student Helpdesk and to provide a high-level of customer service to students.

To co-ordinate and administer the University's Additional Consideration and Academic Appeals procedures, including scheduling meetings, updating systems to reflect any reasonable adjustment plans, communicating outcomes to students and updating profiles. To investigate and resolve cases in an emphatic manner that is in alignment with internal and external frameworks (i.e. the OIA Good Practice Framework) and to ensure a compassionate approach to the communication of outcomes and decision.

General Responsibilities:

Maintain up-to-date understanding of University policy, procedures and codes of practice that relate to assessments and ensure that collaborative partners are kept up to date on these and act on them accordingly

Collating and inputting assessment marks into the student database (SITS), including the recording of resit marks.

Participate in Assessment Boards to advise on student profiles and record decisions. Ensuring that profiles are up to date with outcomes of Assessment, Chair's Actions, Additional Considerations, Appeal, Academic Misconduct and Disciplinary Boards, as well as notes and information as necessary.

To ensure that the University Regulations are adhered to and interpreted correctly for staff and students.

Providing consistent high levels of customer service via email, telephone and in person.

Responding to staff and student enquiries in a timely, clear and empathetic manner, investigating where necessary to resolve issues that may arise.

Communicating in a timely manner any changes to Students profiles to the relevant parties such as the Registry Support team and Academic staff.

Developing a detailed understanding of the Academic Regulations, supporting policies and processes. Responding proactively to amendments and feed in to updates that may be required.

To support the smooth running of the exam period.

Assist the Assessments & Graduation Team with the organisation of the University's graduation ceremonies, including preparation of logistics and resources, planning and training the ushers team, and advising graduates, staff and external guests about the event and engaging in follow-up feedback and continuous improvement discussions.

Supporting the Deputy Head of Registry (Assessments & Graduation) in the maintenance and amendments of the Graduation pass lists, ensuring that student and graduate data is correct and appropriately used.

To undertake activities commensurate with the level of the post as and when requested by line management.

In accordance with the University's Information Security Policy, the post holder will be dealing with highly restricted information as part of their duties.

To maintain an awareness of developments in academic quality related to partnership work and enhancement in the sector and participate in continuing professional development in accordance with the University's arrangements for CPD.

Other duties as required from time to time by the Academic Registrar/Deputy Registrar.

This job description is current on the date indicated below. It is liable to variation by the Vice Chancellor in order to reflect or anticipate University developments and changes in the post.

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also cooperate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

Variation to Job Description

- This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data

Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	Degree level or equivalent	Application/ Interview/test		Application/ Interview/test
Relevant work experience and/or knowledge	Working within an educational environment, particularly higher Education	Application/ interview/test	Recent UK HE experience	Application/ interview/test
Relevant and/or Specific skills required	Experience of taking minutes and notes and organising all elements for meetings	Application/ interview/test		Application/ interview/test
Personal qualities and attributes	Good organisational skills and attention to detail as well as able to work well in both a team and on their own and experience of office packages.	Application/ interview/test	Able to organise own work and to be proactive with work	Application/ interview/test
Other		Application/ interview/test		Application/ interview/test

General Terms & Conditions of Employment

This post is a full time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 5 £28,592 - £31,861 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- https://www.teacherspensions.co.uk - Teachers' Pension Scheme for academic staff
- http://aviva.co.uk - Aviva Scheme for professional and support staff
- http://www.nestpensions.org.uk - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the National Employment Savings Trust (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme,

occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: Birmingham Newman University - Jobs - Staff benefits or please contact the Human Resources Department.

Procedure for Application

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for**.

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

Closing date for applications: 8 December 2026
Interviews will take place in January 2027

Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to Policies and procedures - Birmingham Newman University