

Job Description

JOB TITLE:	Quality and Learning & Teaching Innovation Administrator
RESPONSIBLE TO:	Head of Quality and Learning & Teaching Innovation
JOB PURPOSE:	To work collaboratively across all curriculum areas and departments, delivering effective administrative support. Ensuring accuracy, relevance, and efficiency in college processes while maintaining compliance with college policies and external regulatory requirements.

DUTIES AND RESPONSIBILITIES

SPECIFIC

- 1 Provide effective administrative support to the Head of Quality and Learning & Teaching Innovation, Compliance and Assurance Officer and Learning and Teaching Innovation Manager, and others, as required.
- 2 Collaborate with colleagues across the College using a business partnership approach to deliver a customer focused service, ensuring information provided to students and staff is accurate, clear, and timely.
- 3 Contribute to a unified team approach by working collaboratively with other Administrators to deliver reliable, high-standard administrative support.
- 4 Provide comprehensive support to teams while working collaboratively with the Compliance and Assurance Officer, Management Information Systems, Student Services and Finance teams, and others, as required.
- 5 Provide a high-quality office support service, using all aspects of digital literacy including the Microsoft Office suite, Power BI reports, and maintaining accurate records and providing reports as requested.
- 6 Gather and evaluate data to produce statistical reports, contributing to the achievement of quality assurance, quality enhancement and operational targets.
- 7 Engage in enhancement activity related to quality and curriculum processes, proforma and systems.
- 8 Ensure critical milestones are monitored, documented, and communicated to quality, learning & teaching innovation and curriculum staff to support operational delivery and efficiency.
- 9 Research and design system solutions for reporting and identify opportunities that can improve efficiency and help meet deadlines.
- 10 To undertake administrative tasks, take action-minutes, type reports, generate and collate information, and deal with correspondence under the guidance of the Head of

Quality and Learning & Teaching Innovation.

- 11 Assist and support with the student voice processes for all the departments and curriculum areas, as required.
- 12 Assist and support with external examination diet, as required.
- 13 To support any arrangements for student class representative training, induction and to help contribute to the organisation of the associated activities.
- 14 Deliver a range of specific tasks, including supporting Institution-led Quality Reviews, timetabling, timesheet administrative support and entry, College Leaver Destinations (CLD), learner satisfaction and survey administration, learner absence monitoring, digitisation of teaching materials, creation and maintenance of MS Teams Folders and channels, graduation support, and the administration for internal and external verification.
- 15 Provide guidance to students on the completion of formal college processes to support the Scottish Funding Council's Tertiary Quality Enhancement Framework requirements.
- 16 Undertake a review of formal student voice submissions, including risk assessment, identify possible safe-guarding and/or GDPR issues, and escalating to the Head of Quality and Learning & Teaching Innovation.
- 17 Ensure all student voice data processing, administration and handling of student data are carried out in full compliance with the College GDPR policy.
- 18 Liaise with relevant external agencies to support student placements and commercial full cost recovery (FCR) activity, as required.
- 19 Coordinate financial processes, including raising purchase orders in a timely manner and advising the Head of Quality and Learning & Teaching Innovation accordingly to ensure accurate and efficient approval of payments.
- 20 Lead the allocation and management of the Learning and Teaching Innovation Hub, making informed decisions in response to requests from curriculum areas or other departments, and liaising with college managers to ensure appropriate and timely room usage.
- 21 Coordinate and maintain the diaries of the Quality and Learning & Teaching Innovation team, arranging meetings and carrying out other duties when required to facilitate efficient operations within the College and with external partners.
- 22 Ensure that all documents are stored electronically in an organised and efficient manner available for audit and/or review purposes.
- 23 Promote and sustain professional working relationships with all internal and external staff, students, and key stakeholders.
- 24 Act as the department's first point of contact, to record and respond to internal/external telephone and general enquiries as required, forward noted enquiries as appropriate.

- 25 Undertake any relevant CPD to support the role.
- 26 Provide coverage for other college areas on campus, as required.

GENERIC

- 27 Participate in the College Self Evaluation process.
- 28 Work collaboratively with staff across the College.
- 29 Adhere to all health and safety requirements and college policies.
- 30 Carry out any other duties that may be reasonably requested by the line manager.

WHO we are

Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

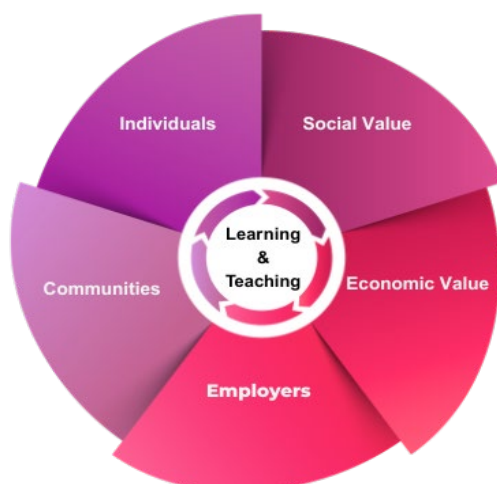
“To inspire and transform lives through inclusive, innovative and sustainable education.”

Mission

South Lanarkshire College has a clear mission to,

“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

This job description is not intended to detail all tasks undertaken but simply highlight a number of major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.