

Job Description

Post/Job Title:	Assessments and Awards Team Leader
Reference:	796
Faculty/Professional Service:	Academic Services
Group/Section:	Assessments and Awards
Location:	Any University location
Normal hours per week:	37 <i>Note: Flexibility will be required in order to ensure that key time scales and deadlines are met. Leave is restricted at peak periods, and some evening and weekend work may be required to support specific activities.</i>
Grade:	6
Accountable to:	Assessments and Awards Manager
Accountable for:	Assessments and Awards Officer(s) Assessments and Awards Administrator(s)

Job Purpose

To provide a clear contact and communication link for the assessments and awards team with stakeholder roles within the Faculties and Professional Services. The role will work closely with the Assessments and Awards Manager in order to provide solutions to complex and challenging problems as a critical part of a leadership team.

The role will support planning and delivery of assessments, reassessments, board planning processes and award ceremonies, ensuring the Assessment and Awards functional activities operate consistently and in line with relevant policies, procedures and systems. Implementing processes effectively and accurately, whilst always providing excellent service levels.

Main Responsibilities

1. Leading and managing the delivery of the work of the Assessments and Awards Team including BU partner institutions, Professional Statutory and Regulatory Bodies and representation at any relevant working groups within Academic Services.
 - Manage the organisation of assessment processes (inc In-Year retrieval, exams, MCQs, in class tests, coursework, anonymous marking, carry credit).
 - Manage the organisation of the Assessment Boards from mark entry through to progression and award decisions (Unit, Programme, Reassessment, Chairs Actions).
 - Manage the organisation of exam scheduling and processes including PSRB exam administration.
 - Ensure that the processes for exam paper preparation /storage are carried out satisfactorily and within the required deadlines.
 - Work with the Assessments and Awards Manager and M&C to ensure the smooth operation of the Award Ceremonies.
 - Utilise a range of IT systems, including Microsoft Office, Student Record Database and the Virtual Learning Environment (VLE) to record critical data, produce reports and provide information for various stakeholders.

2. Providing line management of individuals within the Assessments and Awards Team in Academic Services including involvement in the recruitment and induction of new staff, conducting appraisals, dealing with performance issues, and identifying and supporting appropriate staff development.
3. Attend regular meetings/working groups with key stakeholders to ensure two-way communication and liaison, acting as a representative of Academic Services across the university.
4. Be a proactive member of the wider Academic Services team and actively participate in discussions with colleagues to identify on-going service improvements and opportunities for more effective working practices.
5. Development of performance measures and monitoring against agreed standards, ensuring that all aspects of work achieve high levels of service excellence
6. Act as a deputy to the Assessments and Awards Manager in the provision of regulatory advice, staff support and senior level administrative decision making.
7. In collaboration with the Assessments and Awards Manager, ensure that the assessments and awards activity remain agile and efficient.
8. Ensure consistency in approach for all work within your area of responsibility and to help manage workloads to meet deadlines
9. Support BU wide events e.g. Enrolment, Open, Graduation, Open Days, External Audits.
10. At all times maintaining appropriate levels of confidentiality, working within the requirements of the General Data Protection Regulation and the University's Confidentiality Policy
11. Any other duties as may reasonably be required by your line manager or other senior managers in Academic Services

Contacts

Internal: All BU staff and students, Exam Invigilators

External: All BU stakeholders, External Examiners, Professional Statutory and Regulatory Bodies, BU Partner Institutions

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must, at all times, carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

Assessments and Awards Team Leader

March 2026

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

Person Specification

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SELECTION CRITERIA	Essential/ Desirable

Knowledge (including experience & qualifications)	
Educated to degree level or equivalent (Work experience will be applicable and can substitute for qualifications).	E
Understanding of frameworks including Higher Education funding Council for England (HEFCE) and the University regulatory framework (academic policies and procedures)	E
Experience of dealing with professional, statutory or regulatory bodies in education context	D
Knowledge of current issues facing Higher Education and Bournemouth University	E
Understanding of team leadership and development	E
Experience of all aspects of programme administration	D
Sound understanding of Higher Education processes	E
Skills	
Excellent written and verbal communication skills, confident communicating on the phone, in person and on teams.	E
Excellent team leadership and the ability to manage team and individual performance	E
Excellent organisational skills	E
Excellent Microsoft skills and databases	E
Highly developed administrative skills, including compiling reports and procedural documentation	E
Excellent interpersonal and influencing skills	E
Ability to review, design and implement processes effectively	E
Ability to quickly assimilate complex information and provide expert opinion or specialist advice	E
Ability to manage a complex workload reliant on academic engagement	E
Attributes	
Empathetic and supportive manner	E
Ability to compile reports and procedural documentation	E
Highly organised approach with the ability to plan and prioritise their own workload and that of the team	E
Confident but with reservation where appropriate (tact and diplomacy)	E
Aptitude to develop and maintain professional relationships of respect, trust and support between all staff and students	E
A demonstrable commitment to service excellence, continuous service improvement	E
Ability to work flexibly and under pressure whilst achieving tight deadlines	E
Attention to detail and the ability to deal effectively with complex information	E
Commitment to undertake staff development	E
Flexible approach to work including a willingness to adjust working hours according to service needs	E