# JOB DESCRIPTION

**Postgraduate Programmes Coordinator, Faculty of Health and Medicine**  
Vacancy Ref: N1725

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Postgraduate Programmes Coordinator</th>
<th>Present Grade:</th>
<th>5S</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Faculty of Health and Medicine</td>
<td>Directly responsible to:</td>
<td>Postgraduate Programmes Administrator</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
<td>Other contacts</td>
<td></td>
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<tr>
<td>Internal:</td>
<td>Academic and support staff across the Faculty of Health and Medicine and the other faculties, Professional Services staff and postgraduate students</td>
<td>External:</td>
<td>Prospective students, external examiners, NHS Trust staff and other external stakeholders, sessional teaching and assessment staff, other goods and services suppliers</td>
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## Major Duties:

Provide a high standard of academic related administrative support to the faculty’s postgraduate programmes, from recruitment and admissions through to student support, under the guidance of the Postgraduate (PG) Programmes Administrator and relevant Programme Directors. The post-holder will be expected to be able to work across all programmes within the faculty but will have first line responsibility for a subset of these.

### 1. Recruitment and Admissions

1.1. Responsible for all aspects of the admissions process, liaising with the PG Programmes Administrator and Programme Directors as necessary, ensuring that applications for postgraduate study are processed efficiently and professionally, including:
   - acting as the first point of contact for enquiries
   - providing applicants and Programme Directors with advice and information on all aspects of the application process
   - ensuring that appropriate correspondence is sent out to applicants regarding e.g., scholarships and visas, liaising with other University Professional Services staff as necessary
   - managing scholarship funding competitions
   - making arrangements for short-listing and interviews, in liaison with the PG Programmes Administrator.

1.2. Contribute to recruitment and conversion activities including promoting faculty programmes at Open Days and Visit Days, developing relationships with applicants by providing advice and information on all aspects of the programmes offered as well as general information regarding the faculty/University.

### 2. Postgraduate Programmes Support

2.1. Responsible for the day-to-day administration of specific postgraduate programmes in liaison with the PG Programmes Administrator and Programme Director and responsible for ensuring that administrative tasks are prioritised and carried out accordingly, including:
   - facilitate the preparation and updating and distribution of postgraduate programme materials including programme handbooks, module outlines, and teaching resources, this includes the creation of Moodle (VLE) sites for course materials and electronic assignment submissions
• responsible for maintaining module descriptions and postgraduate student records in line with University policy and the Data Protection Act ensuring that the Lancaster University Student Information (LUSI) record system is accurate and up to date
• coordinate student progression and attendance monitoring, liaising with students, academic staff, Professional Services and employers, as appropriate
• provide support for the student evaluation process, co-ordinate module and programme questionnaires and review, collate and report results
• service Programme Committees e.g.: stakeholder meetings and education committees
• provide support for events such as induction, registration and graduation
• Provide support for University and programme quality assurance processes including the Annual Programme Review and Periodic Quality Review.

2.2. Provide help and advice to any postgraduate students registered on faculty postgraduate programmes with respect to pastoral and welfare issues, signposting them to Student Based Services where necessary, as well as referring any issues of an academic nature to the Programme Directors.

2.3. Assist the Programme Directors and provide support for assessment and examination, including:
• ensure that marking/moderation of coursework and exams are completed in a timely fashion, marks are entered accurately on to LUSI and results are published and communicated appropriately
• provide advice on the assessment process to students and colleagues
• support the Exams Officer in preparing correct information for exam boards and by servicing the meetings
• coordinating arrangements with External Examiners.

3. General

3.1. Produce management reports relating to admissions and current students as required.

3.2. Participate with the Postgraduate Office team in the prioritisation and implementation of projects/tasks and interchange as required.

3.3. Work with colleagues in reviewing and updating procedures and systems in order to ensure a high level of customer service to both applicants and staff.

3.4. Liaise with representatives of external bodies e.g. NHS SHA, Professional Bodies, and with students and clients/employers, always maintaining a professional customer care approach.

3.5. Take responsibility for own self-development and participate in staff development events as required.

3.6. Deputise for the Postgraduate Programmes Administrator where appropriate, e.g. attending meetings.

Carry out any other duties appropriate to the grade of the post as required by the PG Programmes Administrator or Faculty Manager.