



## **University of Brighton**

### **FACULTY OF EDUCATION & SPORT**

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#### **FACULTY OFFICE ROLES**

**Dean: Paul Griffiths** (extension 3400)

The Dean of the Faculty of Education and Sport is responsible for the academic and strategic leadership of the Faculty and for the contribution of the Faculty to the work of the University. Deans make a contribution to the development of corporate policy through their membership of major committees, for example Academic Development Committee and the University's Management Group. The Dean, with the Faculty Management Group, shares responsibility for ensuring that University policies are implemented within the Faculty. The Dean Chairs the Faculty Management Group and Faculty Academic Board.

The Dean is also directly responsible for the Heads of Schools within the Faculty, and for the Faculty Officer, as well as for the Centre for Learning and Teaching (CLT) and the American Office. This includes a responsibility for the development of senior staff as individuals, and for ensuring that schools and units in the Faculty develop in line with University policies, plans and targets.

Specific duties include:

1. Responsibility for the strategic development of the academic work within the Faculty, including the balance of its activities;
2. Responsibility for overseeing the arrangements within the Faculty for validation and quality assurance within agreed University policies and frameworks, and for promoting the continuous improvement of the quality of all aspects of the Faculty's work;
3. Responsibility for maintaining an overview of the resourcing and financial management of the Faculty;
4. Promoting cross-Faculty academic activity.

**Faculty Officer: Vanessa Norris** (extension 3414)

The Faculty Officer provides key management support for the Dean and Faculty Management Group (FMG) with regard to strategic planning; resource and financial management; provision and development of an efficient and effective administrative service; and has an overview with regard to quality assurance. The Faculty Officer is also the Faculty Examinations Officer.

Specific duties include:

1. Responsibility for advising the Dean and FMG on matters relating to finance and resource planning for the Faculty. This includes co-ordinating and overseeing the production of budget centre plans financial forecasts etc. for the three Schools, the Faculty and related units, as well as supporting members of FMG in finance and resource-related discussions with

members of the University's Senior Management Team;

2. Responsibility for advising the Dean and FMG regarding student number target setting and advising on the Faculty's strategic plans, making recommendations for discussion by FMG; liaising with the Strategic Planning Unit and Registry as necessary;
3. Responsibility for providing advice to the FMG on resource-related matters;
4. Responsibility for ensuring the provision and development of an efficient and effective administrative service throughout the Faculty. This includes advising Schools on appropriate administrative structures and overseeing recruitment, deployment and training of the Faculty's administrative staff;
5. Responsibility for managing the staff and administrative service provided by the Faculty Office, American Office, CLT and the Senior Research Administrator within the Education Research Centre;
6. Responsibility for the strategic overview of staff development provision for the Faculty's administrative staff;
7. Responsibility for supporting the Dean, Heads of School, School Administrators and Centre for Learning and Teaching Co-ordinator regarding personnel matters, particularly those relating to administrative staff;
8. Responsibility, as Faculty Examinations Officer, for attending examination boards within the Faculty and for providing advice and guidance regarding the University's General Examination and Assessment Regulations (GEAR) and Faculty's Scheme regulations;
9. Membership of the Faculty Management Group, Faculty Academic Board, Modularity Management Committee; and Chair of the Faculty Officer/School Administrators Group;
10. Membership of the University Staff Development Group, General Examination and Assessment Regulations Consultative Group, Examination Procedures Working Group, Faculty Officers Group, Quality Assurance Forum and Facilities and Management Focus Group;
11. Responsibility for undertaking projects and drafting Faculty policies and plans on behalf of the Dean and Faculty Management Group;
12. Advising FMG and assisting in implementation of Faculty marketing strategies.

**Deputy Faculty Officer (Standards and Quality Management): Sam Coates** (extension 3392)

The Deputy Faculty Officer (Standards and Quality Management) supports the Dean, Faculty Officer and FMG in relation to the development, management and operation of the Faculty's academic standards, quality assurance and enhancement processes; and deputises for and supports the Faculty Officer in the development of an efficient and effective administrative service for the Faculty.

Specific duties include:

1. Responsibility for day-to-day management and development of the Faculty's course and module development and validation and review processes, including guidance and advice for course development teams and module co-ordinators; co-ordination of the annual validation calendar and ensuring new course and module developments and (re)validations align with

University policy and national good practice;

2. Responsibility for the co-ordination and development of the Faculty's annual academic health processes, including guidance and advice for colleagues in schools;
2. Responsibility for the day-to-day management, including advice and support for their Chairs and co-ordination of minuting secretary support, of the following Faculty committees,: Faculty Academic Board, Faculty Academic Standards Sub-Committee, Modularity Management Committee and Initial Teacher Education Advisory Committee
3. Membership of Faculty Academic Board, Faculty Academic Standards Sub-Committee, Modularity Management Committee and Initial Teacher Education Advisory Committee; co-opted member of the Faculty Management Group meetings for quality assurance-related items; minuting secretary of the Initial Teacher Education Advisory Committee;
4. Membership of the University's Quality Assurance Forum, Assistant Faculty Officer Group, Institutional Audit Working Group and Sub-Committee for Professional, Statutory and Regulatory Body Reports;
5. Responsibility for the assessment and examination processes in the Faculty including co-ordination of external examiner appointments and reporting; co-ordination of the Faculty's Examination Boards, including the Examination Board calendar (in liaison with Schools and Registry), memberships and terms of reference of boards and guidance for Chairs and minuting secretaries; and co-ordination and drafting of the assessment regulations in the Faculty of Education and Sport Modular Scheme;
6. Representing the Faculty Examinations Officer at Examination Boards and the provision of regulatory advice regarding GEAR and course regulations including those incorporated in the Faculty of Education and Sport Modular Scheme;
7. Responsibility for co-ordinating and supporting preparations for and follow up from Professional, Statutory and Regulatory Body inspection, accreditation and endorsement visits / activities across the Faculty;
8. Management of the work of the Quality Assurance Administrator;
9. Liaison with colleagues in schools and Registry regarding Faculty and University quality assurance matters;
10. Dissemination of information and provision of advice regarding national quality assurance and enhancement policy and strategy; and appropriate implementation of the Quality Assurance Agency Academic Infrastructure within the Faculty;
11. Deputising for the Faculty Officer as necessary.

**Finance and Planning Support Officer: Manish Gadhavi** (extension 3391)

The Finance and Planning Support Officer supports the Dean, Faculty Officer and FMG in relation to student number target setting, strategic and resource planning and the Faculty's marketing strategy, particularly in relation to website development.

Specific duties include:

1. Responsibility for supporting the strategic planning and development of an integrated Faculty in consultation with relevant Faculty and University colleagues; including liaising with School

and University colleagues regarding student number planning and analysis of recruitment particularly in relation to returns to government bodies e.g. HESA;

2. Responsibility for liaising with government agencies, Faculty and University colleagues as necessary and co-ordinating and monitoring correspondence with TTA/HEFCE/Ofsted/DfES for the Faculty;
3. Responsibility for day-to-day financial processing and management of the Faculty Office budgets, liaising with the Faculty Officer as necessary; Liaising and advising the American Office, the Centre for Learning and Teaching, Schools Liaison and the Senior Research Administrator in the Education Research Centre regarding financial matters; supporting the Faculty Officer in the drafting of the budget centre plans for the American Office, Centre for Learning and Teaching, Schools Liaison Office and Faculty Office;
4. Responsibility for overview of the Faculty Web pages, including responsibility for leading and co-ordinating the Faculty's Web Development Group, liaising and advising with School, Faculty and University colleagues as necessary;
5. Responsibility for Faculty marketing including co-ordination of the prospectus for the Faculty as necessary;
6. Responsibility for managing and processing, in support of the Deputy Faculty Officer(QA), all payments of external examiner fees and expenses for the Faculty;
7. Membership of the Faculty's Information and Communication Technology Committee, advising and supporting the Chair including the drafting of agendas;
8. Representing of the Faculty Examinations Officer at Examination Boards, providing regulatory advice regarding GEAR and Faculty scheme and course regulations as necessary;
9. Responsibility for overview and overview of Faculty management information systems.

**Quality Assurance Administrator: Margery Diamand and Matthew Warne (job share)**  
(extension 3316)

The Quality Assurance Administrator role supports the Deputy Faculty Officer (S&QM) in relation to the quality assurance work of the Faculty. It is responsible for providing accurate and professional administrative support for the Faculty's quality assurance processes and systems including course development, validation and review.

Specific duties include assisting the Deputy Faculty Officer by being:

1. Responsible for administering the external examiner nomination, appointment and replacement process for the Faculty, liaising with School and University colleagues as necessary and preparing paperwork for the Faculty Academic Standards Sub Committee (FASSC) and University Sub-Committee for External Examiner Nominations (SCEEN);
2. Responsible for the development and maintenance of the Faculty's external examiner database and for tracking external examiner reports and publishing them in accordance with TQI guidelines in liaison with colleagues in Registry;
3. Responsible for drafting the Faculty's examination board calendars, examination boards memberships and terms of reference, liaising with School, Faculty and University colleagues as necessary; ensuring appropriate versions are considered by the Faculty Academic Board;

4. Responsible for providing administrative support to pre and post examination board events, and for tracking examination board paperwork in liaison with colleagues in Schools;
5. Responsible for the development and maintenance of the Faculty's module database, advising colleagues on the module development process and preparing information and undertaking actions on behalf of FASSC;
6. Minuting secretary to the Faculty Academic Board (FAB), responsible for preparation and circulation of papers for the FAB and following up of actions;
7. Minuting secretary to the Faculty Academic Standards Sub Committee (FASSC) responsible for preparation and circulation of papers for FASSC and following up of actions;
8. Minuting secretary to the Modularity Management Committee (MMC) responsible for preparation and circulation of papers for MMC and following up of actions;
9. Responsible for development and maintenance of the Faculty's courses database;
10. Responsible for preparing the terms of reference and membership for all of the Faculty's committees and groups, including co-ordination of elections as required for these;
11. Responsible for drafting the annual Faculty committee calendar in liaison with the Deputy Faculty Officer (S&QM), Registry, and School and Faculty colleagues;
12. Responsible for providing support for Faculty validation events, including attendance and drafting of validation reports;
13. Responsible for supporting the Deputy Faculty Officer (S&QM) in relation to the annual academic health process as well as other quality assurance-related matters as required;
14. Responsible for providing support to the Dean and the Faculty Officer in the absence of the Faculty Administrative Assistant.

**Faculty Administrative Assistant: Anne Solley** (extension 3413)

The Faculty Administrative Assistant provides key administrative support for the Dean, Faculty Officer and Faculty Office colleagues, and the Faculty Management Group.

Specific duties include:

1. Drafting, preparing, word processing, distributing and filing a range of written material as required by the Dean and Faculty Officer.
2. Responsibility for co-ordinating the Dean's diary, and providing administrative support to the Dean and Faculty Officer in preparation for Faculty and University-level meetings, liaising with colleagues as necessary;
3. Managing the Dean's incoming and outgoing post, including drafting, word processing and distributing information as necessary;
4. Responsibility for assisting the Faculty Officer in arranging staff development, personnel related and other activities;

5. Responsibility for providing an appropriate information service to colleagues on behalf of the Dean, liaising with School, Faculty and University colleagues as necessary;
6. Devising and maintaining management information systems on behalf of the Dean, Faculty Officer and Faculty Office, liaising with colleagues as necessary;
7. Maintaining an overview of the Faculty Office intranet filing system and acting as StaffCentral publisher for the Faculty Office as necessary;
8. Responsibility for maintaining adequate stocks of stationery for the Faculty Office and for ordering photocopy paper for the A Block photocopy room;
9. Responsibility for providing administrative support to the Finance and Planning Support Officer and Quality Assurance team;
10. Minuting secretary to the Faculty Information and Communication Technology Committee, liaising with the Finance and Planning Support Officer and Chair as necessary;
11. Faculty Office Health and Safety Officer, responsible for undertaking Display Screen Equipment assessments for staff in the Faculty Office, American Office and Centre for Learning and Teaching and for the Senior Research Administrator (ERC);
12. Minuting secretary to the Faculty Office Health and Safety committee, drafting agendas, collating and circulating papers and undertaking follow-up actions;
13. Responsibility for supporting the Dean and Faculty Officer in preparation for FMG and other meetings.

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