UNIVERSITY OF WARWICK

Job Description

Job Title	Curriculum Records Manager
Department	Education Group - Education Policy and Quality
Reports to	Head of Curriculum Management
Grade	FA7

Job purpose	This role is critical to designing and managing an ongoing, end-to-end Curriculum Management capability for the University that supports academic departments effectively. You will manage a new Curriculum Records Team which delivers comprehensive, front-end user support services as well as a range of business-critical data quality processes (from record creation to annual validation exercises). You will also lead an ongoing programme of continuous improvement to systems and processes. In the coming years, this includes managing the relationship with our new Curriculum Management System supplier, designing and implementing university-wide solutions (e.g. unified Optional Module Selection) and reducing the university's regulatory risk levels (e.g. improving CMA compliance through better records management).
Duties and responsibilities	• Build and manage a comprehensive Curriculum Management user support service for staff in academic departments and central teams, collaborating closely with back-end support teams in IDG to deliver a positive user experience. • Design and manage the University's annual curriculum data quality processes, working closely with student administration teams and academic departments to set up new courses and modules, confirm in-use entities (courses, routes, modules, occurrences, assessments), and effectively manage course discontinuation/ suspension. • Design, implement and manage a cross-University Optional Module Selection service, working closely with teams in IDG and academic departments to deliver a more unified approach. • Design and manage a programme of continuous improvement to the Curriculum Management service, working closely with the CMS supplier, IDG, academic departments, and subject matter experts to enhance user experiences, operationalise internal and external policy requirements (e.g. changes to academic regulations, CMA compliance), and reinforce quality assurance and compliance. • Play an active role in managing the University's relationship with the Curriculum Management System supplier, providing subject matter expertise on the design, build and testing of the system, and participating in user communities to help maximise value from the product and supplier. • Recruit, manage and develop staff in the Curriculum Records Team, and build an inclusive and productive team dynamic. • Act as the university's Data Steward for Curriculum data (in support of the Data Owner).

	• Support the wider work of the Directorate and the Education Group as required.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A good (minimum 2:1) Honours degree or equivalent.	A
E2	Substantial experience working in a Higher Education programme administration, student records or quality assurance role and managing service delivery.	A & C
E3	High level of experience in designing, building and/or transforming processes dependent on student records systems or curriculum management systems (e.g. module registration/selection workflows).	A,C & D
E4	Experience of analysing and transforming complex datasets.	A & C
E5	Experience of leading and supporting a team effectively.	A & C
E6	In-depth knowledge of the HE curriculum management data landscape e.g. HESA Data Futures, TEF, Access & Participation.	A,C & D
E7	In-depth knowledge of the HE curriculum management policy landscape e.g. OfS, CMA, FHEQ.	A,C & D
E8	Excellent attention to detail.	A & C
E9	Excellent problem-solving skills.	A & C
E10	High level of expertise in data analysis applications including Microsoft Excel.	A & C
E11	Excellent communication and collaboration skills.	A,C & D
E12	Excellent writing skills, with a proven ability to communicate complex information to specialist and non-specialist audiences.	A,C & D
E13	A self-starter with a pro-active mindset.	A,C & D
E14	Ability to work under pressure and prioritise effectively.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	A good (minimum 2:1) Honours degree in Computer Science, Data Science, Statistics, Information Systems, or a related field.	A
D2	A formal project management or change management qualification.	A
D3	Experience in designing, building and/or transforming student records systems (preferably SITS).	A,C & D
D4	Experience of building a new team.	A & C
D5	Experience of working on large, cross-university projects which utilise formal project management methodologies e.g. PRINCE2, Agile.	A & C
D6	Experience of writing and presenting papers to university committees.	A & C