**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Programme Manager</th>
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<tr>
<td>Department / Unit:</td>
<td>Electronic Engineering</td>
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<tr>
<td>Job type</td>
<td>Academic Administration</td>
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<td>Grade:</td>
<td>6</td>
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<td>Responsible to:</td>
<td>Technical and Administrative Manager</td>
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<tr>
<td>Reports to:</td>
<td>Head of School</td>
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**Purpose of the Post**

Administration at Royal Holloway is organised into three faculties and central College sections. This post is based in the Department of Electronic Engineering within the Science Faculty and is responsible for the administration supporting the smooth running of the teaching programmes.

**Key Tasks**

1. Manage departmental programme office including recruitment, induction, probation, appraisal, allocation of workloads, performance management, annual leave, records of sickness absence of all admin staff.

2. Oversight of all aspects of programme administration in the Department. Ensuring all College procedures and process are followed. Working with the TAM and the Academic Quality and Policy Office to ensure that the validated programmes and courses are kept current and updated appropriately. Ensuring all databases are maintained and secure.

3. Supporting all major academic posts such as Chair of sub-board, Director of Graduates, Director of Teaching, Director of Research.

4. Responsible for ordering goods and services, overseeing the purchasing of equipment, furniture, fittings and services for such facilities, in order to ensure maximum efficiency and effective deployment of resources.

5. Establishing the timetable requirements for all formal teaching within the Department including management of the timetable to ensure best use of space across the academic year, liaising closely with departmental staff and the Exams and Timetabling Office as required.

6. Ensuring that the Chair of Sub-board is supported appropriately including liaison with Visiting Examiners, production and quality assurance of papers, management of data entry, presentation of results, and prize nominations, ensuring all associated documentation is
produced in an accurate and timely fashion. Implementation of procedures relating to student disciplinary issues, assessment offences, extenuating circumstances etc. Have an oversight of the Disability and Dyslexia support provision.

Take responsibility for the preparation and annual revision of departmental staff and student handbooks, the departmental calendar, preparation of course information, validation, prospectuses and administer course evaluation questionnaires.

In liaison with Registry, Student Administration, Human Resources and other relevant parts of the College administration ensuring that student and staff records are kept secure and up to date in accordance with current legislation and good practice.

Provide administrative servicing for the departmental Committees and working groups. Circulating and initiating implementation of decisions, regulations, guidelines, distributed by departmental committees and by College departments and committees.

Take responsibility for the continual development of administrative procedures in order to provide the best service to the Department, in close liaison with central services such as the Computer Centre, Registry, Student Administration and Finance.

Maintain liaison at an appropriate level with external organisations, including subject associations, other universities and research councils. Supporting the department with its bid for accreditation.

Event organisation, UCAS and Applicant Visitor days, Science Days, social events

Royal Holloway has robust staff development and promotion procedures and encourages staff to gain experience across the range of administrative roles in the College.

Any other duties as required by the Head of Department that is commensurate with the grade.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.