

JOB DESCRIPTION

Job Title: Quality Administrator	Band 4: £22,681 to £24,533 per annum <i>Opportunity to progress to £25,742</i>
Department: Professional Administrative Services – Sport & Exercise Science	
Reporting directly to: School Manager	
<p>Other Contacts</p> <p>Internal: Head & Deputy Head of School, Heads of Department, School Quality Co-ordinator, Director of Academic Partnerships, Academic Staff, Students, College Director – LTQE, Academic Quality Unit, Registry, Technology Enhanced Learning Unit</p> <p>External: Partner College Staff, External Examiners</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. To administer academic quality systems and processes, working closely with the School’s Quality Co-ordinator and College Director to ensure: quality assurance requirements are implemented, up-to-date records are maintained, and appropriate procedures are followed. 2. To ensure that all documentation is kept up to date and that any changes are accurately recorded and made in accordance with the correct procedures. This will involve advising academic colleagues on the University’s processes, ensuring their adherence, and collaborating with the School’s Quality Coordinator, the College Director, and the Academic Quality Unit. 3. To support the School’s Director of Academic Partnerships with course documentation, new course approvals and re-approvals. To arrange meetings with external partner organisations. 4. To take responsibility for ensuring the accuracy and consistency of module and course documentation, such as module outlines, assessment briefs and course handbooks. The post holder will ensure that all documentation is gathered from module leaders, checked, and made available to external examiners for review. This will involve communication with external examiners as well as working closely with academic colleagues within the School. 5. To liaise with AQU to ensure that external examiners are in place and to track the communication of responses to external examiner reports from course leaders. 6. To support any course approvals and reviews. This will entail close collaboration with academic colleagues and the Academic Quality Unit to schedule meetings, prepare for events, attend, and record scrutiny events, as well as manage the updating, storage, and sharing of documentation. 7. To support the Annual Evaluation Report process. This will include tracking the receipt of reports, and working with the School Quality Co-ordinator to ensure that progress against enhancement plans is monitored. 8. To act as a point of contact within the School and to ensure that all information regarding Professional, Statutory and Regulatory Bodies is shared with the Academic Quality Unit. 9. To administer the module evaluation and student surveys process within the School. This involves distributing, collecting, and scanning module evaluation forms, electronically 	

distributing reports through relevant software, assisting in tracking response rates, and promoting surveys.

10. To support the School Quality Co-ordinator in ensuring that each course has appropriate arrangements in place for Student: Staff Liaison Committee meetings.
11. To provide a minuting service within the School, to include Student: Staff Liaison Committee meetings, and occasionally minute other meetings within the School. This will involve arranging the meeting, preparing and circulating the agenda/papers, attending the meeting, taking minutes, drafting the minutes and following up action points.
12. To assist with the data entry for the School's timetable requirements on an annual basis.
13. To work effectively as part of a team and provide support for fellow members of the team when required.
14. To undertake other duties from time to time commensurate with the grade of the post.
15. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
16. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
17. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

***The above does not represent an exhaustive list of duties associated with this role.**