

## JOB DESCRIPTION

<b>Job Title:</b> Director of Academic Quality	<b>Band SD:</b> £66,854 to £75,248 per annum
<b>Department:</b> Quality & Educational Development	
<b>Reporting directly to:</b> The Universities Provost	
<b>Supervisory responsibility for:</b> Senior colleagues including the Head of Academic Quality and the Head of Collaborative Programmes	
<p><b>Main Duties*:</b></p> <ol style="list-style-type: none"> <li>1. To provide strategic leadership to and development of Academic Quality in accordance with the University's strategic priorities to deliver a robust yet agile quality policy, process and procedure.</li> <li>2. To ensure that quality processes promote the enhancement of the student learning experience.</li> <li>3. To lead, motivate and develop the professional quality team, providing clear objectives to ensure that staff are appropriately motivated and trained to carry out their responsibilities to the required standards.</li> <li>4. To develop and implement quality systems and procedures appropriate to the institutional and national requirements.</li> <li>5. To have responsibility for the effectiveness of the institution's quality assurance systems, ensuring these are regularly monitored and reviewed.</li> <li>6. To provide strategic direction and leadership for all quality related matters to enable the university to achieve and maintain excellence in education (for example, TEF), adhering to all regulatory and statutory bodies such as, for example, OfS, Ofsted, ESFA and subject PSRBs, ensuring compliance with relevant regulatory requirements, leading in and preparing the institution and subjects for external assessments.</li> <li>7. To liaise with academic Schools / Institutes and departments to ensure quality standards are being met</li> <li>8. To maintain a strong awareness of current and forthcoming regulatory and / or statutory requirements and sector benchmarks that impact on students and the services they receive.</li> <li>9. To manage the strategic and operational risks associated with the University's quality assurance processes whilst ensuring that effective business continuity plans are in place.</li> <li>10. To develop and sustain both internal and external networks and partnerships, working closely with the University Executive, Senior Leadership team, Academic Schools / Institutes and other senior managers across professional services in order to improve all aspects of quality assurance throughout the University.</li> <li>11. To effectively manage staffing and operational budget, prioritising resource use across the department.</li> </ol>	



12. To analyse and report on relevant external reports and documents.
13. To chair or attend meetings, network or sector groups internally and externally and lead University wide projects as agreed.
14. 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.
15. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
16. 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.