

PERSON SPECIFICATION
Director of Academic Quality

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. A first degree.	Essential	Application Form
2. Evidence of Continued Professional Development and/or relevant professional qualification	Essential	Supporting Statement / Interview
3. Significant experience of strategic leadership in a Higher Education environment, including the leadership and development of Quality Services.	Essential	Supporting Statement / Interview
4. An in-depth knowledge of quality assurance and enhancement frameworks, regulatory requirements, and external body quality requirements (OfS, QAA, OFSTED).	Essential	Supporting Statement / Interview
5. Experience of making a significant contribution to improving student or customer experience, with a strong commitment to the University mission, vision, and values.	Essential	Supporting Statement / Interview
6. Extensive experience of analysing, interpreting, and presenting complex information, proposing solutions to complex problems, and implementing outcomes and plans.	Essential	Supporting Statement / Interview
7. Excellent planning skills allied with well-developed analytical and problem-solving skills, and the ability to translate data into policy recommendations.	Essential	Supporting Statement / Interview
8. Openness, transparency, and the proven ability to communicate technical or specialist ideas persuasively, adapting the style and message to a diverse audience in an inclusive and accessible way.	Essential	Supporting Statement / Interview
9. The ability to build positive relationships with student representatives, staff, and external stakeholders.	Essential	Supporting Statement / Interview
10. A resilient, flexible, and adaptable approach with an ability to work under pressure and motivated to deliver consistently high-quality services for students.	Essential	Supporting Statement / Interview
11. Experience of managing a constrained budget in an environment of increased demand	Essential	Supporting Statement / Interview

12. An understanding of the key drivers and future challenges within higher education.	Essential	Supporting Statement / Interview
13. Exceptional leadership, vision, and motivational skills, with a highly successful track record in developing strategies for quality and improvement and leading cross-organisational change.	Essential	Supporting Statement / Interview

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.