

## JOB DESCRIPTION

<b>Job Title:</b> Senior Quality Officer	<b>Band 6:</b> £30,805 to £37,174 per annum <i>Opportunity to progress to £40,497 subject to performance and the university reward scheme</i>
<b>Department:</b> Academic Quality Unit (AQU – within Directorate of Quality and Educational Development)	
<b>Reporting directly to:</b> Head or Deputy Head of Academic Quality	
<p><b>Other Contacts</b></p> <p><b>Internal:</b> Heads of School and Heads of Department; Head of Collaborative Programmes; Quality Co-ordinators and Administrators; Academic and Professional Administrative Services Staff; student representatives.</p> <p><b>External:</b> Partner institutions (UK and international); Professional Standards and Regulatory Bodies as appropriate.</p>	
<p><b>Main Duties*:</b></p> <ol style="list-style-type: none"> <li>1. To manage and co-ordinate the programme of periodic reviews and of course approvals, liaising with senior members of staff to advise on, negotiate and plan the schedule of quality engagements, providing appropriate training, advice and guidance for Schools and panel members.</li> <li>2. To assist the Head / Deputy Head of Academic Quality in ensuring regulatory matters for course approvals, reviews, and re-approvals, particularly in relation to admissions, assessment, and work-based learning, align with University requirements and relevant external quality and regulatory requirements.</li> <li>3. To keep the operational effectiveness of periodic review and course approval processes under review and advise the Head of Academic Quality and core University committees as appropriate, producing summary and evaluative papers for committees, updating, or evaluating processes, and identifying good practice and significant themes and trends.</li> <li>4. To lead and manage on at least two areas of specialist quality activity, as agreed with the Head / Deputy Head of Academic Quality: collaborative provision and academic partnerships, apprenticeships, external examiners, Professional, Statutory and Regulatory Bodies (PSRBs), data management, student engagement, curriculum design.</li> <li>5. To support, advise, and act as minuting Secretary for University committees as designated by the Head / Deputy Head of Academic Quality. This will involve working with the Chair to produce agendas and accurate detailed minutes, with follow-up of actions, and may involve drafting reports based on collation and analysis of data and information and ensuring compliance and accuracy.</li> <li>6. To act as the Officer for selected reviews and approvals, providing informed advice and guidance on the process, commenting on documentation, co-ordinating the planning of and fully participating in the event, and reporting its outcomes.</li> </ol>	



7. To deputise / substitute for other officers in the Academic Quality Unit both in relation to general advice and queries and specifically to support key processes at times of pressure.
8. To contribute to the ongoing review and enhancement of the University's quality systems and processes for courses and arrangements for record keeping.
9. To provide advice and support for colleagues in Schools and central Professional Administrative and Support Services on academic quality processes and procedures.
10. To represent the University at external meetings and events as required.
11. To undertake other such duties that may be required from time to time as commensurate with the grade of the post.
12. 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.
13. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
14. 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.