

JOB DESCRIPTION

Job Title: Head of Academic Quality	Band 9: £51,799 - £60,022 <i>Opportunity to progress to £63,668</i>
Department: Directorate of Quality and Educational Development	
Reporting directly to: Director of Quality and Educational Development	
Supervisory responsibility for: Academic Quality Unit Team	
<p>Other Contacts</p> <p>Internal: Heads of School and Heads of Department; Head of Collaborative Programmes; College Directors LTQE; Quality Co-ordinators and Administrators; School Managers; Other Academic and Professional Services Staff; Students' Union Officers.</p> <p>External: Partner institutions; QAA and other external agencies as appropriate.</p>	
<p>Main Duties</p> <ol style="list-style-type: none"> 1. To employ expert knowledge, skills and experience to develop and maintain a strategic and risk-based approach to academic quality assurance and management across the University, providing authoritative specialist advice on academic governance, quality management and the student educational experience. 2. To direct and manage the development and implementation of processes that ensure the maintenance of standards and continuous improvement of academic quality across the University, working collaboratively with other key stakeholders to take account of external regulatory requirements and sector best practice. 3. To provide leadership for the Academic Quality Unit (AQU) team and for School departmental heads and managers, co-ordinators and administrators with academic quality responsibilities across the University, making certain that there are effective plans and processes in place to ensure successful outcomes. 4. To plan and oversee the work of the AQU team with due regard for their health and well-being and develop and support their role as an authoritative source of informed and professional advice and guidance on quality assurance and related matters. 5. To oversee implementation of University quality assurance processes for course approval, monitoring and review, including processes relating to external examiners and collaborative partnerships, ensuring these are current, efficient, and fit for purpose, whilst also meeting external expectations. 6. To draft policies and procedures and to carry out analysis of complex data and information with respect to academic standards and quality as required. 7. To contribute and where appropriate lead the work of the Academic Standards and Quality Enhancement Committee (ASQEC) (and any other committees as determined by the Director of Quality and Educational Development), through the production of strategic 	

planning and operational papers and reports and to act as the contact Officer for the Committee.

8. To identify staff development and support needs, and direct, plan and deliver staff development and training workshops to support confident and capable implementation of the University's quality management framework, particularly with respect to course design and development, assessment, external examining and quality enhancement.
9. To be responsible and accountable for planning and organising the strategic and operational priorities and resources to support and enable robust management of quality and standards across University programmes including those delivered through collaborative partnerships, to assure the University's reputation for high quality educational programmes.
10. To plan and direct audits, reviews and investigations into complex academic quality and standards issues to inform the effectiveness of quality management processes, and make recommendations as appropriate.
11. To foster a culture of openness and transparency, working in partnership with students and other stakeholders, that is oriented to continuous improvement whilst also taking account of ownership and accountability in quality and standards related matters.
12. To represent the University at appropriate internal and external meetings, including those outside the UK, to maintain professional links with external regulatory and quality bodies such as QAA, OfS, Ofsted and PSRBs, and engage in national networks related to quality and standards to enable the University to benchmark strategies and policies and develop its reputation for sector leading practice in quality management.
13. To work with the Director of Quality and Educational Development, College Directors and other senior colleagues, to contribute to the delivery of the University's Learning and Teaching Strategy, enabling the University to meet its objectives for academic excellence and student engagement.
14. To be responsible for the finance budget for AQU, and similarly for other institutional administrative/personnel procedures.
15. To carry out such other duties that are required and are commensurate with the grade of the post.
16. To 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.

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

Disclosure: This employment is exempt from the Rehabilitation of Offenders Act 1974. Candidates will be required to declare any criminal convictions, cautions or bind-overs, including any that would be regarded as spent under the Act in other circumstances. If you are selected for appointment you will be required to apply to the Disclosure and Barring Service for a Criminal Records Check/Barred List Check.