

Job Description

Job title	Senior Quality Officer (Academic Partnerships)
School / department	Academic Quality and Standards Office
Grade	6
Line manager	Director of Academic Quality and Standards
Responsible for	N/A

Main purpose of the job
<p>This Job Description sets out a range of duties that will be undertaken by the post-holder within the Academic Quality and Standards Office. Whilst every attempt has been made to ensure that it is comprehensive, it may occasionally be necessary for the post holder to undertake certain other reasonable duties at a similar level in support of the University.</p> <p>The post-holder will be based primarily at Cavendish House on the Uxbridge Road in Ealing but will be required to work at other University sites, including St Mary's Road in Ealing, where the Global Partnerships Office is based.</p> <p>The post-holder will lead on implementing and further developing quality assurance processes to support the effective approval and monitoring of Higher Education courses at our academic partners in the UK and overseas. The role will provide a high level of Higher Education quality assurance expertise and support to senior colleagues in the Academic Quality and Standards Office, the Global Partnerships Office, colleagues across the University and our academic partners. The post-holder will assist with ensuring that the University's academic partnership provisions adhere to the University's policies and UK Higher Education statutory, regulatory or government body requirements on quality assurance. This includes compliance with external regulators including, but not limited to, the Office for Students, Ofsted and Ofqual.</p> <p>The remit of the role may include occasional travel within the UK and overseas.</p>

Key areas of responsibility

1. Act as a key source of expert advice on the University's quality assurance arrangements for all overseas and UK partnerships.
2. Provide clear written and verbal guidance to academic partners and internal colleagues as required.
3. In liaison with the Global Partnerships Office, support on the collation and submission of documentation in accordance with Higher Education statutory, regulatory or government body requirements and external annual monitoring requirements, and other documentation to overseas education bodies/agencies.
4. Liaise with the Global Partnerships Office on a range of academic partnership quality matters, including approval and amendment activities, External Examiner reporting and partnership monitoring.
5. Co-ordinate and provide expert advice for audit and approval activities for partners in the UK and overseas (in liaison with colleagues in the Academic Quality and Standards Office and the Global Partnerships Office). This may require occasional travel to partner sites.
6. Co-ordinate developmental events for academic partnership courses, working with the Senior Quality Officer (Approval, Accreditation and Amendment) and other colleagues in the Academic Quality and Standards Office and the Global Partnerships Office.
7. Triage quality matters relating to academic partnerships, such as course amendments, in liaison with relevant internal colleagues, including the respective Senior Quality Officer, and academic partners.
8. Co-ordinate annual External Examiner Reports, Course Monitoring Reports and associated responses for academic partnership provision with the Senior Quality Officer (Monitoring and External Examining), colleagues in the Global Partnerships Office and other stakeholders.
9. Represent the Academic Quality and Standards Office at Partnership Review and Partnership Contract Review meetings, providing expert advice and guidance on quality matters during those meetings.
10. Lead on the collation and submission of documentation relating to Course Suspension and Closure for courses delivered by academic partners, and provide expert advice and guidance to the Global Partnerships Office in relation to Partnership Closure activity.
11. Design and develop new processes and supporting documents to enhance quality assurance relating to academic partnerships, including the development of guidance materials and toolkits.
12. In liaison with the Director of Academic Quality and Standards and the wider Academic Quality and Standards Office team, review and advise on updates to existing partnership quality assurance materials, including the Academic Quality and Standards Handbook.
13. Lead or support on training and development sessions on academic partnership quality assurance for internal colleagues and academic partners.

14. Keep abreast of UK Higher Education statutory, regulatory or government body and global partnerships-related policies and good practice in order to inform compliance requirements and developments at academic partners, and to share this practice with senior University management.
15. Represent the Academic Quality and Standards Office on internal committees and working groups where required, including the Academic Partnerships Committee.
16. In liaison with various stakeholders, contribute to the Academic Partnerships Conference at UWL.
17. Carry out any other duties of a similar nature and of a commensurate level, as determined from time to time by the Director of Academic Quality and Standards.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Academic Quality and Standards Office

The Academic Quality and Standards Office (AQSO) oversees the maintenance and enhancement of standards, and all quality assurance activities, processes, and policies on behalf of the University Group for its internal and external academic provision. It is a key player in ensuring that policies are adhered to, and translate into excellent academic practice across all UWL and academic partnership provision. It plays a significant role in advising, training and guiding staff and students on the implementation of regulations and the operation of quality assurance systems, and the monitoring of their effectiveness. It also supports curriculum and course development and external compliance arrangements, as required, and works closely with a number of key stakeholders across the University. AQSO supports the management of quality processes for all Higher and Degree Apprenticeships, FE and LCME provision delivered by the University. The End Point Assessment Department within AQSO is responsible for the End Point Assessment process for apprenticeships.

Global Partnerships Office

The Global Partnerships Office (GPO) is responsible for the operational oversight and management, support and monitoring of all of the University's UK and overseas academic partnerships (currently 40 partners). The GPO works closely with various partner-related post-holders across the University in support of this work.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	First degree, or equivalent	Postgraduate degree
Knowledge and experience	<p>Experience of working in a UK Higher Education quality assurance role for a HE or FE educational provider</p> <p>Knowledge of regulatory requirements and their impact on quality and standards in UK Higher Education providers</p> <p>Knowledge and experience of teaching, learning and assessment matters</p> <p>Good general knowledge of the UK Higher Education sector</p>	<p>Experience of working with academic partners</p> <p>Knowledge and/or experience of regulatory environments outside of the UK</p> <p>UK Higher Education internal and/or external audit / review experience</p>
Specific skills to the job	<p>Excellent knowledge of MS Office and willingness to learn new packages</p> <p>High level skills in analysis and report writing and the creation of procedural documentation</p> <p>Culturally and internationally astute, with excellent, negotiation and relationship building skills</p> <p>Proven ability to work on own initiative and with demanding workload</p> <p>Proven ability to plan and manage a project to completion</p> <p>Detail orientated</p>	<p>Ability to work with senior management and leadership teams</p>
General skills	<p>Confident and highly engaged self-starter</p> <p>Excellent communication and interpersonal skills</p> <p>Collaborative working skills in a committee setting, for example as a member or as a Secretary</p>	

	<p>Excellent organisation and project management skills</p> <p>Able to work to tight deadlines</p> <p>A demonstrable commitment to equality, diversity and inclusion principles</p> <p>A positive approach to change</p>	
Other	<p>This role may require occasional travel to partner sites within the UK and overseas, so the postholder must be willing to spend time away from home and have a degree of flexibility where this is required. A valid passport is essential.</p>	
Disclosure and Barring Scheme	<p>This post does not require a DBS check</p>	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		