

# Academic Quality Officer (Partnerships)

## Job Description

### The Role

<b>Job title:</b>	Academic Quality Officer (Partnerships)
<b>Department:</b>	Academic Services
<b>Responsible to:</b>	Head of Academic Quality
<b>Location:</b>	Cirencester
<b>Salary:</b>	Grade 6: £27,131 – £32,348 per annum (pro rata for part time)
<b>Term:</b>	Full-time 35 hours per week or part time hours considered, permanent contract, hybrid working available
<b>Relationships with:</b>	Academic Services teams, Academic staff, students, Senior Academic Leadership, External Examiners, professional services and academic staff at collaborative partners.

We have a number of different ways to work flexibly, so at your interview feel free to talk about what flexibility means to you. There are no guarantees, however, examples of how our employees already work flexibly include part-time, job share, hybrid-working and compressed hours.

### Purpose

The post holder will support the activity of the Academic Quality team at the Royal Agricultural University, working with collaborative partners and senior stakeholders to ensure that there are rigorous and effective processes in place to assure the quality and standards of awards at the University. Reporting to the Head of Academic Quality, the post holder will work alongside the wider team to provide an efficient service to members of the academic staff and external examiners. The role will include occasional travel within the UK.

### Key Responsibilities

- 1.** Under the direction of the Head of Academic Quality, providing definitive advice and guidance to members of staff at the University's collaborative partners regarding the regulations, and academic codes of practice.

- 2.** Acting as secretary to academic committees, scheduling and planning meetings, preparing agendas and paperwork, taking minutes and following up actions.
- 3.** Acting as secretary to senior leadership meetings and operational meetings with collaborative partners, including scheduling and planning meetings, preparing agendas and paperwork, taking minutes and following up of action.
- 4.** Acting as the Validating Officer for the institutional approval processes including collating due diligence, validation of new programmes, and periodic revalidation of existing programmes at collaborative partners; including arranging and leading scrutiny meetings, reviewing documentation, providing advice and feedback to collaborative partners and monitoring conditions.
- 5.** Coordinate annual programme reviews, collating the feedback and data required for review, providing advice and guidance to link tutors, collaborative partners and senior stakeholders on areas of interest or concern, and monitoring action plans throughout the year.
- 6.** Reviewing and processing programme and module change requests in accordance with university policy. Ensuring programme specifications and module specifications are accurate and up-to-date at all times.
- 7.** Manage the university's relationship with external examiners at collaborative partners, acting as a first point of contact for advice and guidance. Ensuring processes to appoint and pay external examiners are completed promptly and accurately. Supporting the induction of external examiners. Collating feedback and annual reports from external examiners.
- 8.** Organising and supporting student surveys, and other mechanisms to gather feedback from students at collaborative partner institutions. Analysing responses and providing advice and guidance to link tutors, programmes teams and senior stakeholder on areas of interest or concern.
- 9.** Providing holistic support to link tutors and collaborative partners throughout the academic year to ensure the smooth delivery of the academic quality lifecycle, scheduling meetings, taking notes, and resolving issues.
- 10.** Supporting and facilitating the operational activity between the university and collaborative partners; working with colleagues in Registry to ensure the university presents a seamless and coordinated service to collaborative partners. Making connections and facilitating conversations where required.
- 11.** Preparing reports and papers on issues and matters related to academic quality assurance as required, including liaison with PSRB bodies.
- 12.** Making a significant contribution to the work of the University. Supporting the strategic goals of the University, assisting other areas as and when required.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that always safeguards the health and wellbeing of children and vulnerable adults. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities regarding safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on university premises other than in specifically designated areas.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
Educated to degree level, or equivalent	Essential	A
A professional qualification in Higher Education administration	Desirable	A
Demonstration of continuous professional development and keeping abreast of sector practices.	Essential	A
<b>Knowledge, Experience and Skills:</b>		

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
Considerable experience in Higher Education administration, demonstrated through relevant roles at a similar level.	Essential	A, B
Experience of quality assurance processes in a higher education context.	Essential	A, B
Experience working with collaborative partners in a higher education context.	Essential	A, B
Experience of transnational collaborative provision in a higher education context.	Desirable	A, B
Excellent written communication skills, including an ability to write clearly and concisely with a consistent tone of voice that is appropriate for the audience.	Essential	A, B
Experiencing analysing quantitative and qualitative data and providing insights to others.	Desirable	A, B
Experience scheduling, planning and servicing committees and meetings	Desirable	A, B
Experience of working with PSRB bodies in relation to the quality monitoring of provision delivered at collaborative partners	Desirable	A, B
Experience managing complex records; excellent attention to detail with an understanding of the importance for accuracy and consistency.	Essential	A, B
An understanding of effective stakeholder management techniques with experience of providing a supportive approach when dealing with difficult stakeholders.	Essential	A, B
Ability to work independently, with minimal supervision, and on own initiative.	Essential	A, B
Excellent IT skills including a comprehensive grasp of Office suite applications	Essential	A, B

## Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.

- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- Informal enquiries can be made to Susanne Wilson – Head of Academic Quality [Susanne.Wilson@rau.ac.uk](mailto:Susanne.Wilson@rau.ac.uk)
- **Closing date:** 26 March 2023 with **Interviews on:** 13 April 2023.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.**