

Academic Quality Officer (Fixed Term) Job Description

The Role

Job title:	Academic Quality Officer
Department:	Academic Services
Responsible to:	Academic Quality Manager
Location:	Cirencester
Salary:	Grade 6: £28,759 to £33,965 per annum
Term:	Full-time, fixed-term maternity cover for 12 months, 35 hours per week
Relationships with:	Academic Services teams, Academic staff, students, Senior Academic Leadership, External Examiners, PSRBs (professional, statutory and regulatory bodies)

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 programme teams 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 Academic Quality Manager, the post holder will work with other Academic Quality Officers within the team to provide an efficient service to members of the academic staff, collaborative partners in the UK and internationally, and external examiners.

Key Responsibilities

- 1.** Under the direction of the Head of Academic Quality, and the Academic Quality Manager providing definitive advice and guidance to members of the university and its 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 the Validating Officer for the validation of new programmes, and periodic revalidation of existing programmes; including arranging and leading scrutiny meetings, reviewing documentation, providing advice and feedback to programme teams and monitoring conditions.
- 4.** Coordinate annual programme reviews, collating the feedback and data required for review, providing advice and guidance to programme teams and senior stakeholders on areas of interest or concern, and monitoring action plans throughout the year.
- 5.** 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.
- 6.** Manage the university's relationship with external examiners, 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.
- 7.** Organising and supporting student surveys, and other mechanisms to gather student feedback. Analysing responses and providing advice and guidance to programmes teams and senior stakeholder on areas of interest or concern.
- 8.** Providing holistic support to Programme teams throughout the academic year to ensure the smooth delivery of the academic quality lifecycle, scheduling meetings, taking notes, and resolving issues.
- 9.** Preparing reports and papers on issues and matters related to academic quality assurance as required.
- 10.** 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 safeguards the health and wellbeing of children and vulnerable adults at all times. 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 with regard to 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.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Educated to degree level, or equivalent	Essential	A

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
A professional qualification in Higher Education administration	Desirable	A
Demonstration of continuous professional development and keeping abreast of sector practices.	Essential	A
Knowledge, Experience and Skills:		
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
Experience analysing quantitative and qualitative data and providing insights to others.	Essential	A, B
Ability to manage high workload and meet strict deadlines.	Essential	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
Experience in Higher Education administration, demonstrated through relevant roles at similar level	Desirable	A, B
Experience of quality assurance processes in a higher education context.	Desirable	A, B
An understanding of collaborative partnership work and demonstration of cultural awareness	Desirable	A, B
Ability to work as part of a team and contribute to the achievement of departmental business goals	Desirable	A, B
Demonstrate experience scheduling, planning and servicing committees and meetings.	Desirable	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) – 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 stating where you saw the advert for the role
- **Closing date:** 14th April 2024 with **Interviews on:** 23rd April 2024.
- 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 under-represented within the RAU at this level