

## **Academic Quality Assurance Manager**

### **Job Description**

### **The Role**

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| <b>Job title:</b>          | Academic Quality Assurance Manager   |
| <b>Department:</b>         | Academic Services  |
| <b>Responsible to:</b>     | Director of Academic Services  |
| <b>Responsible for:</b>    | Academic Quality Team  |
| <b>Location:</b>           | Cirencester  |
| <b>Salary:</b>             | Grade 7: £34,133 to £40,497 per annum  |
| <b>Term:</b>               | Full-time, permanent   |
| <b>Relationships with:</b> | Academic Services teams, Academic staff, students, Senior Academic Leadership, External Examiners, Partner Institutions, Professional, Statutory and Regulatory Bodies including the Office for Students |

### **Purpose**

Deputising for the Head of Academic Quality, oversee the operational management of academic quality assurance processes across the RAU and its collaborative partners. This will include managing the university's curriculum information, programme validation processes, annual programme review cycle and external examiner arrangements.

The post holder will report to the Head of Academic Quality and, through line-management of a small team, will provide definitive advice and guidance to staff and students on all aspects of programme quality assurance.

### **Key Responsibilities**

1. Supporting the Head of Academic Quality in providing strategic advice and guidance to RAU regarding:
  - the setting and maintenance of academic standards

- the quality assurance of all aspects of programme delivery, assessment and student support
- 2.** Supporting institutional compliance with professional, statutory and regulatory body requirements including:
    - Office for Students' Conditions of Registration covering academic governance (A, B, C & F)
    - Sector Recognised Standards
    - The UK Quality Code, as published by the Quality Assurance Agency
    - Consumer protection law, as per guidance by the Competition and Markets Authority
  - 3.** Supporting the design of operational plans that support institutional strategic goals and ensuring they are delivered through the effective operation of the team.
  - 4.** Co-ordinating the activity of the team, including:
    - Academic governance and the administrative business of academic committees
    - The maintenance and review of curriculum information
    - The lifecycle for academic quality assurance
    - Accurate and up-to-date information on programme and module specifications, as well as related policies/codes, disseminated to Marketing, Admissions, Registry and other areas for timely publication
  - 5.** Championing the operational lifecycle for academic quality at the university, co-ordinating the workload of the team to ensure it is deliverable and delivered to the highest standard.
  - 6.** Supporting the University's academic governance; managing the annual schedule of business for committees and ensuring an efficient secretariat service is provided by the team.
  - 7.** Co-ordinating the lifecycle of programmes (including validation, revalidation, replacement and cessation) in accordance with university policy and strategy. Ensuring the team fulfil their duties as validating officers, and that timely support and feedback is provided to programme teams.
  - 8.** Overseeing the delivery of effective academic governance in accordance with good governance principles and in alignment with the wider institutional and operational governance of the University.
  - 9.** Ensuring accurate implementation of, and adherence to, the Academic Regulations and wider academic policy framework, and, with the Head of Academic Quality, providing definitive advice and guidance to all stakeholders on their interpretation.
  - 10.** Supporting the ongoing maintenance and review of the Academic Regulations and wider academic policy framework; ensuring their continued enhancement in line with sector best practice and professional, statutory and regulatory body requirements.
  - 11.** Delivering the effective and efficient operation of the annual cycle for academic quality assurance including:
    - Maintenance of curriculum information

- Validation of new provision
  - Annual monitoring of provision and reporting to Academic Board
  - Periodic revalidation of provision
  - Arrangements for External Examiners
- 12.** Working with other departments on corporate governance and other non-academic governance areas, including Finance, Innovation and Learning Directorate and Estates and IT Directorate.
- 13.** Supporting the nominations, vetting, appointment, due diligence and training of External Examiners, to ensure they competently and comprehensively fulfil their vital quality checking roles. Ensure External Examiners are supported in their duties and have access to all the information and people to perform their scrutiny. Collect feedback from External Examiners to inform enhancement of the delivery of RAU programmes.
- 14.** Making a significant contribution to the work of the University through delivering its operational goals and assisting other areas as and when required, recognising the effective delivery of all our services is the best assurance of quality.

## 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.

## 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

| <b>Requirements</b><br>The post holder must be able to demonstrate:                | <b>Essential<br/>or<br/>Desirable</b> | <b>Measured By</b><br>A) Application Form<br>B) Interview<br>C) Presentation |
|--|---------------------------------------|--|
| <b>Qualifications:</b>   |                                       |  |
| Educated to degree level, or equivalent professional practice                      | Essential                             | A  |
| Experience in Higher Education administration                                      | Essential                             | A  |
| A professional qualification in Higher Education administration                    | Desirable                             | A  |
| <b>Knowledge, Experience and Skills:</b>   |                                       |  |
| Practical knowledge of quality assurance practice in a UK higher education context | Essential                             | A, B, C  |

|  |           |         |
|--|-----------|---------|
| Stakeholder management skills: proven ability to illicit support and cooperation from a diverse range of stakeholders  | Essential | A, B    |
| Experience of running a regulatory, customer or similar support service / project: demonstrated success in balancing compliance with demand to achieve successful outcomes | Essential | A, B    |
| Communication skills: an ability to adjust communication style and approach in response to the format and audience   | Essential | A, B, C |
| Experience of line management: supporting the professional development of a team to perform with complex and competing priorities  | Desirable | A, B    |
| Knowledge of Higher Education regulatory requirements including the OfS Conditions of Registration   | Desirable | A, B, C |
| Experience of working with collaborative partners in a higher education context, including UK and transnational education.   | Desirable | A, B    |
| Evidence of understanding, engaging, delivering and balancing students' needs within a quality assurance / standards setting   | 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](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 Dan Shaffer, Director of Academic Services:  
Dan.Shaffer@rau.ac.uk
- Closing date:** 17 August 2025 with **Interviews on:** 27 August 2025
- 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.**