

Academic Quality Officer

Job Description

The Role

Job title:	Academic Quality Officer (0.2 FTE Job Share)
Department:	Academic Services
Responsible to:	Academic Quality Assurance Manager
Location:	Cirencester
Salary:	Grade 6: starting at £30,378 progressing to £35,608 (pro-rata for part time: starting at £6,075.60 progressing to £7,121.60) <u>Please note:</u> it is the university's policy to appoint new staff at the bottom of the pay scale, unless there are demonstrable exceptional skills and experience the candidate brings with them
Term:	Fixed Term (one year) Part time, 0.2 FTE based on 35 hours per week.
Relationships with:	Academic Services teams, Academic staff, students, Senior Academic Leadership, External Examiners, PSRBs (professional, statutory and regulatory bodies)

Important: This post is only open to current employees at the Royal Agricultural University who are on 0.8 FTE (28 hours) or less. We will be unable to consider applications from staff who work over 0.8 FTE currently.

Purpose

The post holder will support the activity of the Academic Quality team at the Royal Agricultural University, working closely with the 0.8 FTE Academic Quality Officer job-share partner and wider Academic Services colleagues. The role will provide specialist support for key quality assurance processes, working closely with programme teams, senior stakeholders and external examiners to ensure the effective administration, monitoring, and enhancement of academic standards and quality assurance activities. The 0.2 FTE role will share the same responsibilities as their 0.8FTE counterpart with the workload determined by a largely 80:20 portfolio split.

Reporting to the Academic Quality Assurance Manager, the post holder will take lead responsibility for designated academic quality activities and maintain continuity of service through effective communication and handover arrangements with colleagues.

Key Responsibilities

- 1.** Under the direction of the Head of Academic Quality, and the Academic Quality Assurance Manager provide authoritative advice and guidance to members of the university and its collaborative partners on the interpretation and application of academic regulations, policies, and codes of practice.
- 2.** Provide high-quality secretariat support to academic committees, including scheduling and planning meetings, preparing agendas and papers, minutes and following up actions.
- 3.** Coordinate annual programme review activities for assigned programmes, including the collation and analysis of data and stakeholder feedback, supporting programme teams throughout the review process and monitoring progress against agreed action plans.
- 4.** Work closely with the 0.8 FTE Academic Quality Officer job-share partner to coordinate the validation of new programmes, and periodic revalidation of existing provision; including arranging and facilitating scrutiny events, reviewing documentation, providing advice and feedback to programme teams, producing reports and monitoring conditions.
- 5.** Review and process programme and module change requests in accordance with university policy, ensuring the accuracy and currency of programme and module specifications.
- 6.** Sustain the management of the university's external examiner process by acting as a first point of contact for advice and guidance; supporting appointments, induction and communication activities; coordinating annual report submissions and fee payments.
- 7.** Undertake student feedback activities, including the administration of surveys and related enhancement initiatives, analysing responses and identifying themes and issues requiring attention.
- 8.** Work collaboratively with the 0.8 FTE Academic Quality Officer and other team members to ensure effective handover of activities and continuity of service delivery.
- 9.** Maintain accurate quality assurance records and tracking systems to support regulatory compliance and prepare related reports, briefing papers and statistical information as required.
- 10.** Contribute to departmental objectives and continuous improvement initiatives, supporting the strategic goals of the University as 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

Qualifications	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Task
Educated to degree level, or equivalent experience	Essential	A
A professional qualification in Higher Education administration	Desirable	A
Demonstration of continuous professional development and keeping abreast of sector practices	Essential	A

Knowledge, Skills & Experience	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Task
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
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, C
Experience analysing quantitative and qualitative data and providing insights to others.	Essential	A, B, C
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, C
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
Ability to work as part of a team and contribute to the achievement of departmental business goals	Desirable	A, B
Experience of 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
- Informal enquiries can be made to Jill Huntley, Academic Quality Assurance Manager: Jill.Huntley@rau.ac.uk
- **Closing date:** 20 September 2026 with **Interviews:** agreed based on availability
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.
- **Please note:** it is the university's policy to appoint new staff at the bottom of the pay scale, unless there are demonstrable exceptional skills and experience the candidate brings with them.

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.