Job Description

Position: Head of the Centre for Partnership Quality and Compliance

Faculty/School: Off Campus Division

Grade: Grade 9

Reference: OCD-074/A

Status: Permanent – 2 year fixed term

Hours: Full time

Reporting to: Head of School

Main Function of the Position:

The position will lead all aspects of the quality function within the Off Campus Division in order to ensure compliance with University regulations and to meet the requirements of regulators, external stakeholders and professional bodies. They will also lead the management of quality amongst all permanent and temporary staff to ensure effective delivery of existing and new innovative programme formats, ensuring necessary compliance is in place and adapted where necessary, coordinating with the Head of Quality Transformation. This position is mission critical for the Off Campus Division to ensure the successful execution of our regulatory requirements around quality and compliance. The post holder will drive forward risk mitigation, quality assurance and enhancement within the Division.

The role holder will provide relevant mentoring and development for all staff, and be responsible for nurturing a culture of student success. The role will help develop an understanding and effect implementation of necessary quality processes in all programmes provided within the school and wider partner network.

The role holder would be required to act as the Division's lead authority on compliance, quality and transformation including (but not limited to) student satisfaction, learning and teaching delivery, and the overall student experience within the Division. These themes are linked to current University priorities and the role holder would provide the necessary leadership to deliver on this agenda through performance indicators agreed during the performance review. This would involve working with colleagues in the Off Campus Division and across the University in order to meet the University's strategic outcomes.

As part of this leadership role, the role holder is expected to work cooperatively with Partnership Management Teams and Programme Leaders and all other staff within the Division, and across the University in order to ensure quality design and delivery of all programmes, delivered to the highest standards and aligned to student and employer needs.

The role holder will be responsible for the effective delivery of monitoring plans, including OfS, and for ensuring the Off Campus Division meets its obligations to UKVI and governing bodies relating to education and industry bodies.

The role holder will be responsible for contributing to shaping and monitoring the School's alternative delivery models (e.g. block) and enterprise developments (including live briefs), specifically ensuring all learning objectives can be accurately assessed within the scope of university regulations. The role is also responsible for regular monitoring of Off Campus Division quality improvement plans, including the Office for Students plan, apprenticeships and other external bodies as required. It is expected that the role holder will share best practice internally and externally, disseminating improvements in the governance of HE quality at conferences and through publication where appropriate.

Principal Duties and Responsibilities:

1. Lead the implementation and delivery of policies and procedures related to quality, transformation and Student Success across Off Campus Division including assessment and progression boards.

2. Oversee the development and maintenance of process improvements supporting Student Success and quality compliance, specifically personal tutoring, engagement and attendance monitoring, and academic integrity referral and support.

3. Lead the staff teams within the School/Faculty in relation to quality standards, policies and procedures so that they are able to meet their obligations as laid down by the University and Off Campus Division, supporting Student Success.

4. Work cooperatively with the other Quality Leads to ensure cohesion and consistency of approach across Off Campus Division programmes.

5. Ensure that the performance indicators for quality and Student Success are achieved during the academic year, including UKVI, OfS and industry body requirements.

6. Link with the appropriate central University functions as appropriate to quality and Student Success, as agreed with the Head of School.

7. Represent Off Campus Division on appropriate committees and act as an advocate when representing its interests on those committees.

8. Contribute to the wider activities of the subject area as required by the Head of School in conjunction with other colleagues in the subject area.

9. Undertake appropriate student support roles such as personal tutoring and other pastoral functions.

10. Define professional development activities for Off Campus Division to support effective quality enhancements and Student Success interventions, and work with TIRI professors to deliver a strategy of ongoing improvement across all programmes in the School.

11. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.

12. To contribute to the development of new programmes in Off Campus Division, and lead the development of appropriate quality processes and standards for new delivery formats. The role holder will also ensure quality compliance for all programme areas, as agreed by the School

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through its planning process, ensuring all new and modified specification development adhere to the University regulations.

13. Contribute to the development and delivery of distance learning/e-learning provision within the School, leading quality management of Off Campus Division hybrid and online delivery.

14. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements

15. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

16. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:
This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

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Person Specification

Position:Head of the Centre for Partnership Quality and Compliance Schoo/Service: Off Campus Division		
Criteria	**Priority** **(1/2/)**	
1 Qualifications		
1 a) Honours degree in a relevant subject area	Priority 1	Expression of Interest/CV
1 b) A postgraduate qualification in relevant subject area	Priority 2	Expression of Interest/CV
1 c) Membership/qualification of a relevant professional body	Priority 2	Expression of Interest/CV
1 d) A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 1	Expression of Interest/CV
2 Skills / Knowledge		
2 a) Able to successfully lead and manage quality across academic programmes and teams	Priority 1	Expression of Interest/CV Interview
2 b) Proven academic development, teaching and assessment skills	Priority 1	Expression of Interest/CV Interview
2 c) Proven ability to work effectively with others in a team	Priority 1	Expression of Interest/CV Interview
2 d) Able to communicate effectively with colleagues and clients – both written and verbal	Priority 1	Expression of Interest/CV Interview
2 e) Able to scope, disseminate and operate systems and processes to enhance quality and teaching and learning excellence	Priority 1	Expression of Interest/CV Interview
2 f) Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	Priority 1	Expression of Interest/CV Interview
2 g) Able to liaise with colleagues and other stakeholders and to contribute to staff development	Priority 1	Expression of Interest/CV Interview
2 h) Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity	Priority 1	Expression of Interest/CV Interview
2 i) Aware of current academic/professional developments in teaching and learning excellence	Priority 1	Expression of Interest/CV Interview
2 j) Knowledge and understanding of academic organisation and its processes as well as academic management and delivery	Priority 1	Expression of Interest/CV Interview
2 k) Able to devise creative solutions that impact positively on teaching and learning	Priority 1	Expression of Interest/CV Interview
2 l) Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	Expression of Interest/CV Interview
2 m) Possess extensive breadth and/or depth of specialist knowledge to work within established programmes and to write authoritatively in their subject area	Priority 1	Expression of Interest/CV Interview

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3	**Experience**		
3 a)	Proven teaching and programme leadership experience including the design, delivery, assessment and validation of modules/courses	Priority 1	Expression of Interest/CV Interview
3 b)	Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	Priority 1	Expression of Interest/CV Interview
3 c)	Experience in contributing and implementing quality assurance improvements	Priority 1	Expression of Interest/CV Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding	Priority 1	Expression of Interest/CV Interview
3 e)	Experienced and able to publish results of research	Priority 2	Expression of Interest/CV Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	Expression of Interest/CV Interview
3 g)	Experience in developing successful partnership arrangements with industry and education partners	Priority 1	Expression of Interest/CV Interview
4	**Personal Qualities**		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Able to work in a small team in a dynamic and challenging environment	Priority 1	Interview
4 c)	Able to work individually and under own initiative and to lead and manage projects as appropriate	Priority 1	Interview
4 d)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview
4 e)	Able to lead and motivate others to reach agreed objectives/deadlines	Priority 1	Interview
4 f)	Able to critically reflect on all aspects of own contribution to the role	Priority 1	Interview
4 g)	Able to successfully network with local/national employers and organisations	Priority 2	Interview
4 h)	Proactive, innovative and adaptable to meet the challenges of the role	Priority 1	Interview
5	**Other**		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act Freedom of Information Act, Prevent, Health and Safety and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview

Note:
Note:
1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if require

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