

## **Job Description**

<b>Position:</b>	Regulation and Compliance Co-Ordinator
<b>School/Service:</b>	Quality Transformation Unit
<b>Reference:</b>	QTU- 012/P
<b>Grade:</b>	7
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-Time
<b>Responsible to:</b>	Lead for Academic Quality

### **Main functions of the post:**

The Regulatory Compliance Coordinator will support the Quality Transformation Unit's key remits to ensure the university meets its statutory, regulatory, and policy obligations. They will work collaboratively within the Quality Transformation Unit and across the University managing functions such as student academic appeals, complaints, digitisation of records and processes related to QTU case management.

### **Principal duties and responsibilities:**

- Monitor UK higher education regulations and sector guidance best practice (e.g., OfS conditions of registration, UKVI immigration compliance, Prevent Duty, Equality Act, GDPR)
- Provide training, advice, and guidance to staff and students on compliance obligations (e.g., data protection, safeguarding, Prevent, health & safety) and coordinate the QTU Excellence Centre CPD offer
- Support the development, implementation, and review of institutional compliance policies and procedures, and conduct compliance reviews, audits, and risk assessments to identify gaps and recommend improvements, maintaining up to date records as necessary
- Support the university's preparations for external audits, inspections, and regulatory reviews as required
- Act as a point of contact for staff queries relating to compliance and escalate issues where necessary
- Act as Officer to the Committee of Senate and other senior Committees as directed by the Head of QTU
- Engagement with professional networks nationally to understand and summarise for others the key characteristics of OfS ongoing conditions for quality and standards plus any implications and risks to the University.
- Develop and manage systems to brief QTU colleagues at all levels of emergent regulatory policy and of its implications for academic compliance.
- Develop and manage quality monitoring and review systems that support academic compliance with regulatory requirements as directed by the Lead for Academic Quality
- Participate in, support, administer or service, and manage the operation of task groups associated with compliance with OfS regulatory requirements
- Provide support for colleagues as a central contact for regulatory enquiries concerning quality and standards.

- Brief and train QTU colleagues at all levels on regulatory matters to enable them to understand their responsibilities and accountabilities in respect of academic compliance with OfS regulation.
- Support interventions and practical solutions where required to mitigate risk, and evaluate the design, review and updating of University policies and processes as appropriate.
- Manage aspects of QTU functions, such as claims for academic appeals, student complaints, digitisation of records and processes associated with QTU case management
- Work collaboratively with and support QTU and other colleagues on University wide priorities / initiatives outside own specific area of work in support of the University's Strategic Plan, and the Action and Participation Plan evaluations.
- Interact on a professional level with relevant national/international internal and external professional bodies to ensure currency of knowledge, relevancy and practices.
- Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
- 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.
- 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 position 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 post holder.

## Person Specification

<b>Position:</b> Regulation and Compliance Co-Ordinator		<b>Reference:</b> QTU- 012/P	
<b>Service:</b> Quality Transformation Unit		<b>Priority</b> –	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	Educated to degree level	Priority 1	CV / Documentation
1 b)	Postgraduate qualification or equivalent relevant experience	Priority 2	CV / Documentation
1 c)	Relevant professional qualification/membership, and commitment to gaining Advance HE professional recognition	Priority 2	CV / Documentation
<b>2 Skills</b>			
2 a)	Demonstrable knowledge of issues and innovations surrounding HE policy, regulation and compliance with particular reference to academic quality and standards	Priority 1	CV/Interview/Assessment
2 b)	Able to develop plans and work in a structured, organised way, monitoring progress and prioritising workload (sometimes with conflicting deadlines) to meet own and service objectives	Priority 1	CV / Interview
2 c)	Understanding of the key indicators of academic quality and standards used by the OfS for institutional compliance purposes, and able to work with university professional services teams, to ensure plans deliver improved performance	Priority 1	CV/Interview/Assessment
2 d)	Strong team working skills and the ability to work flexibly in a team	Priority 1	CV/Interview
2 e)	Ability to lead, motivate and influence staff, without line management responsibility, to ensure achievement of project outcomes and adherence to compliance requirements	Priority 1	CV/Interview
2 f)	Ability to work on own initiative and problem solve using creativity and innovation	Priority 1	CV/Interview
2 g)	Excellent communication, networking, and influencing interpersonal skills	Priority 1	CV/ Interview/Assessment
2 h)	Able to advise colleagues on critical compliance requirements and facilitating consideration of the implications to their area	Priority 1	CV/Interview/Assessment
2 i)	Understanding of risk management principles	Priority 2	CV/Interview
<b>3 Experience / Knowledge</b>			
3 a)	Evidence of informing and influencing change	Priority 2	CV / Interview
3 b)	Demonstrable experience of successfully managing projects	Priority 2	CV / Interview
3 c)	Experience of successfully delivering outcomes as part of a team	Priority 1	CV/Interview
3 d)	Detailed knowledge of the regulation of Higher Education (e.g., Office for Students Regulatory Framework, the UK Quality Code for Higher Education) or willing to develop as appropriate	Priority 2	CV/Interview
3 e)	Experience of online systems development for record keeping using software such as SharePoint.	Priority 2	CV/Interview

<b>4</b>	<b>Personal Qualities</b>		
4 a)	Able to work under pressure and to meet deadlines, systematic with an eye for detail but also able to identify broader implications and contribute to strategic thinking	Priority 1	Interview
4 b)	Efficient and well organised, in support of running groups / servicing committees / monitoring progress against deadlines	Priority 1	Interview
4 c)	Supportive and collegiate, sensitive to individual needs and cultural differences whilst able to influence and challenge appropriately	Priority 1	Interview
4 d)	Self-motivating and proven ability to work unsupervised	Priority 1	Interview
4 e)	Commitment to continuous improvement, the promotion of equality and diversity and social mobility, and creative ways of working	Priority 1	Interview
4 f)	Able to work collaboratively and to facilitate the development of effective working relationships, both internally and externally	Priority 1	Interview
4 g)	Able to build personal credibility and authority, including with academics, professional services and senior management	Priority 1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Able to work remotely and flexibly as required in order to meet the needs of the service and to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 c)	Awareness of the principles of the Health and Safety, Data Protection Act, Prevent, Freedom of Information Act, UKVI and the Bribery Act	Priority 1	Interview
5 d)	Able to travel as required nationally and internationally.	Priority 1	Interview

**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
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required