



## College Quality Officer (2 Posts)

**Reference:** 0606-23

**Grade:** 8

**Salary:** £37,099 to £41,732, per annum, depending on experience

**Contract Type:** Continuing

**Basis:** Full Time (36.5 hours per week)

# Job description

## Job Purpose

Reporting to the Director of Academic Quality, you will hold responsibility and accountability as part of a wider academic quality team for assuring the academic quality and standards of all taught provision within a named College. You will work closely with members of the Senior Management Team within the named College, the wider Quality team, and the University's central Education Department, taking responsibility for supporting the College in reviewing, enhancing and innovating its curriculum; and reviewing and developing its academic portfolio, whilst ensuring that all taught provision is fully compliant with external regulatory bodies (e.g. Office for Students (OfS), Ofsted and Professional, Statutory and Regulatory Bodies (PSRBs)). You will work with the named College to drive a culture of continuous enhancement in academic quality, ensuring full adherence to the University's quality assurance procedures.

## Main duties and responsibilities

You will be required to:

- ▶ Provide advice and guidance to academic staff on all institutional quality assurance requirements that must be met (e.g. programme development and approval, modifications, professional accreditation and continual monitoring and enhancement), ensuring adherence to appropriate external compliance requirements (e.g. OfS, Ofsted, PSRBs, Apprenticeship Standards) and internal quality assurance processes and procedures.
- ▶ Provide advice and guidance to academic staff on the quality assurance requirements and internal processes and procedures for the development, approval and review of Collaborative Provision
- ▶ Take line management responsibility for the Quality Co-ordinator(s) within the named College
- ▶ Ensure that the named College complies with all institutional Student Voice activities (e.g. Module Evaluation Questionnaires, End of Stage questionnaires) and assist with resulting monitoring and action plan activities within the named College.
- ▶ Ensure that module descriptors, programme specifications and other course content information remain accurate and up to date.
- ▶ Take responsibility for updating the named College on any updates/changes to the University's Quality Assurance policies and procedures, providing appropriate advice, support and guidance, including the production of resources where appropriate.
- ▶ Provide secretariat support to committees, panels, working groups and other relevant

meetings within the named College, and institutionally as required by the Director of Academic Quality.

- ▶ Keep abreast of national policy and strategy as it relates to academic quality.
- ▶ Attend Boards of Examiner meetings where required, to provide guidance on the application and interpretation of University Regulations
- ▶ Manage the appointment of External Examiners within the named College and assist with their induction and training
- ▶ Contribute appropriately to internal and external quality assurance reviews within the named College, and more widely as required by the Director of Academic Quality.
- ▶ Take responsibility for building and maintain good collaborative working relationships with members of staff within the named College, the Education department and other parts of the University, forging strong links between the Quality team and the College.
- ▶ Work collaboratively, flexibly and effectively as a member of the Quality Team, and wider Education team, contributing to the broader University quality assurance and enhancement function where required.
- ▶ Undertake other duties commensurate with the post, as may be required by the Director of Academic Quality, APVCE or PVCE.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

# Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	An Honours degree or equivalent	Application form
<b>Experience</b>	<p>A good working knowledge of the academic infrastructure such as the Quality Code, Qualification Frameworks, Subject Benchmark Statements, Apprenticeship Standards.</p> <p>An understanding of the current HE environment and the roles of OfS and Ofsted therein.</p> <p>Experience of effectively managing quality assurance and enhancement within Higher Education, with a good understanding of University policies and procedures.</p> <p>Experience of managing staff.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Excellent written and oral communication skills, with the ability to tailor the message to different audiences</p> <p>The ability to effectively interpret and present academic quality data to inform decision-making and present evidence in reports and presentations to different stakeholder audiences</p> <p>The ability to prioritise tasks effectively and work well under pressure.</p> <p>The ability to produce work on time and to a high standard.</p> <p>A positive and proactive approach to problem resolution.</p> <p>Excellent interpersonal skills with the ability to establish effective working relationships with a range of stakeholders</p>	

	Essential	Method of assessment
	<p>A willingness to keep up to date with changes in the sector.</p> <p>Good organisational and planning skills.</p>	

	Desirable	Method of assessment
<b>Experience</b>	<p>Experience of working with collaborative provision and degree apprenticeships.</p> <p>Support of analytical or systems approaches in academic practices.</p> <p>Experience of working with data based systems (e.g. UMD, SITS, Power BI, etc.)</p>	Application form and interview
<b>Aptitude and Skills</b>	<p>Good, accurate, analytical and report writing skills.</p> <p>Good IT systems skills including MS Office suite, Word, Excel, communication, and file management systems.</p> <p>Experience of accurate note and minute taking.</p>	Application Form



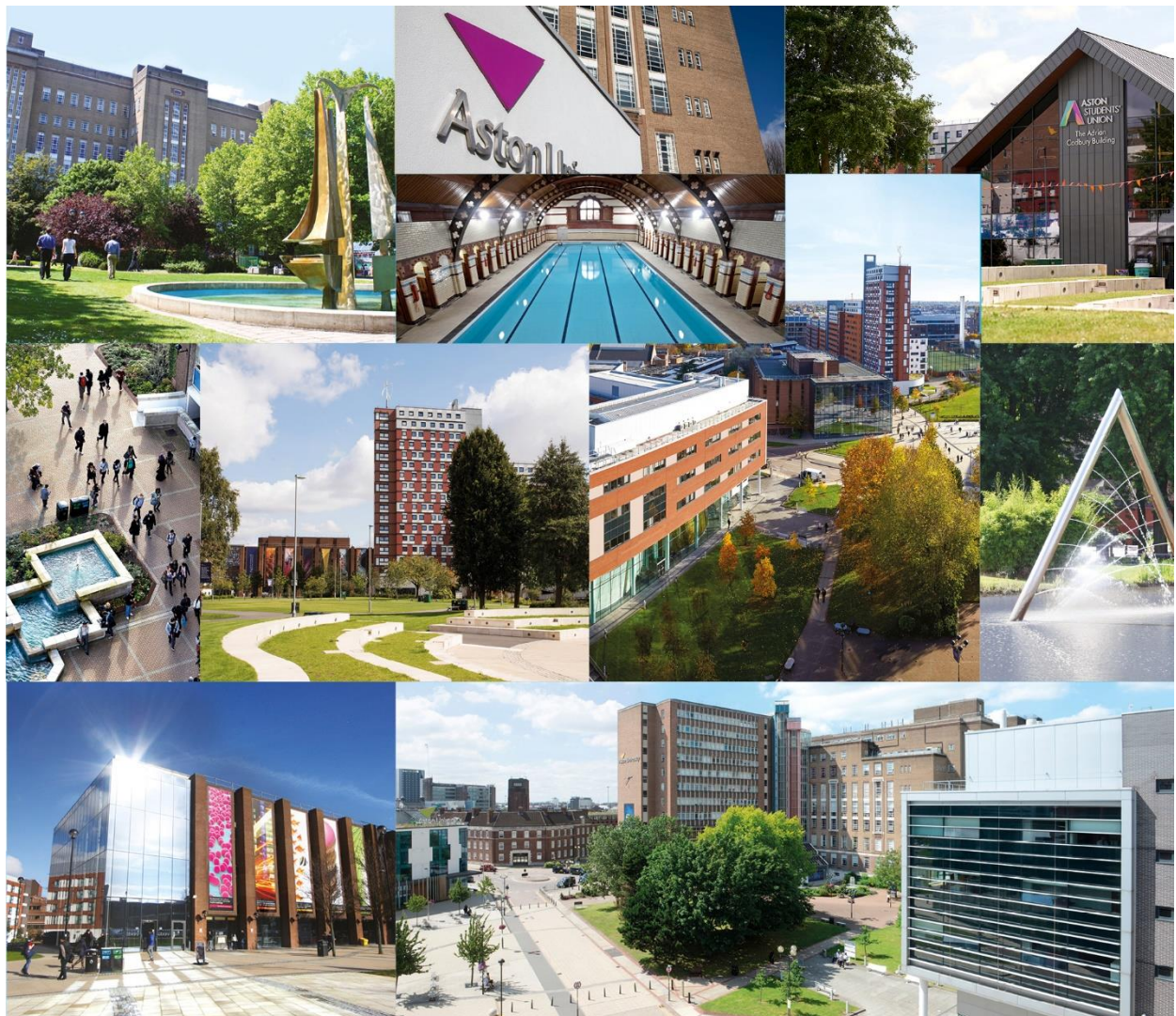
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Goudarz Poursharif

Job Title: Associate Pro Vice-Chancellor Education

Email: [g.poursharif@aston.ac.uk](mailto:g.poursharif@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

**Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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