Director of Quality

Reference: R240023
Grade: 10
Salary: Competitive
Contract Type: Permanent
Basis: Full time
Job description

Job Purpose:

As a member of the DVC Academic senior management team, the postholder will be responsible and accountable for leading and managing risk-based enhancement led assurance service, across the operationalisation of all activities relating to academic quality assurance and enhancement at the University. This will require the adoption of best practice approaches, systems, and structures in order to ensure that the University is compliant with external quality assurance requirements and other relevant regulatory frameworks in all areas of its taught provision. It will also require the postholder to instigate enhancement activities to ensure Aston University maintains its TEF triple Gold status in all relevant metrics.

The postholder will lead and manage a designated quality team including academic developers which has responsibility for delivering the University’s quality assurance and enhancement, and work with colleagues across Colleges and in Professional Services. The postholder will need to keep abreast of the external quality assurance and compliance landscape, through horizon-scanning and sector benchmarking. The post will require occasional out of hours and overseas working as dictated by business needs.

The Director of Quality will provide a risk-based enhanced led assurance service that ensures excellent student experience and outstanding student outcomes, which will underpin our ecosystem based educational provisions (omnichannel educational provision e.g. online and overseas hubs), in line with meeting the needs of modern-day students. The Director of Quality will provide strategic direction and leadership for all quality related matters to enable Aston to achieve and maintain excellence in education (TEF Triple Gold status), adhering to all regulatory and statutory bodies like OfS, Ofsted, ESFA, subject PSRBs etc.

The Director of Quality will design and deliver robust yet agile quality policy, process, and procedure, that is fit for Aston 2030 Strategy. They will ensure that the management of all quality related enhancement led assurance in education - including digital transformation and digital learning options e.g., possibility of AI based Aston Power Skills in our curriculum, digitally enhanced curriculum management systems, and detailed knowledge of curriculum development. The Director of quality will require vision and tenacity to lead cutting-edge developments in education within a framework which is capable of being delivered across the University using latest technology and data. The Director of Quality will ensure that there is consistency, quality, responsive mechanisms across all the University to ensure all students receive the best educational experience and achievements at Aston.
Main duties and responsibilities

- To be responsible and accountable for ensuring that the University’s taught programmes are compliant with national quality assurance requirements and other relevant regulatory frameworks (e.g. OfS, QAA & Ofsted).
- To lead the development and implementation of robust, ‘fit for purpose’ enhancement led quality assurance processes, procedures and systems which adopt best practice approaches and make the most effective use of existing resources.
- To be responsible for ensuring that core elements of risk-based enhancement led quality assurance are delivered effectively and on time within budget.
- To lead and manage the University’s academic quality assurance and enhancement service, taking line management responsibility for a designated quality team including the academic developers which has responsibility for delivering the University’s vision for quality assurance and enhancement.
- To promote and enable integrated, cross-team working between members of the Quality team and other members of staff from the DVC Academic portfolio, Colleges/Schools, and Professional Service Departments.
- To lead and manage preparations for internal and external Enhancement led Quality Assurance Reviews (e.g. OfS’s QSR, Ofsted inspections and PSRB reviews).
- To lead the development and production of appropriate information, advice, guidance, resources and staff development in all aspects of quality assurance and enhancement for academic staff, ensuring effective two-way communication with Colleges/Schools.
- To act as a consultant to Aston’s Colleges/Schools and University Committees and Working Groups on all matters relating to quality assurance and enhancement.
- To keep abreast of quality matters at a national and international level, taking responsibility for undertaking horizon-scanning and sector benchmarking in all aspects of quality assurance and enhancement (including Advance HE and QAA), making recommendations to the DVC Academic on any policies/regulations/initiatives that require action by the University.
- To be responsible and accountable for ensuring that national and institutional changes in quality assurance and enhancement are communicated and effectively implemented across the University.
- To maintain oversight of the University’s responsibilities with regard to the currency and accuracy of public-facing information in relation to academic programmes. This will include holding the Colleges/Schools to account for the accuracy of the information they hold and curate.
- To oversee and manage the University’s Register of academic provision, including Collaborative Provision and Degree Apprenticeships.
- To act as Secretary to the University’s Education Committee, working with the Chair to produce the agenda; write accurate papers, minutes and reports; and advise on matters of policy and procedure.
- To act as Secretary to internal Periodic and Interim Reviews and Programme Approvals as appropriate.
- To create a sleek and agile curriculum development framework for an omnichannel educational offer from Aston University working closely with College/School leadership, Academic community, and any other relevant communities like CELCA, LDC, Library, and other professional services.
- To be a key leader supporting the Curriculum Transformation programme led by the DVC Academic.
To lead on significant Academic Enhancement activities including Academic CPD, PGCLTHE, Advance HE fellowship programme, NTF, and CATE awards.

To lead on enhancement activities based on lead indicators and main indicators around all B3 and TEF metrics, ensuring Aston maintains its Triple Gold status.

To ensure all A, B, and C conditions of registrations are fulfilled for all educational provisions from Aston University, helping the DVC Academic with Quality report for the Council.

To Chair and contribute to other University Committees and Working Groups as required by the DVC Academic.

To represent the University nationally at appropriate external meetings and events, where requested to do so by the DVC Academic.

To undertake occasional out of hours and overseas working as dictated by business needs.

To provide occasional cover for other Quality Team members; or support activities outside of the Department (e.g. University Degree Congregations) with the agreement of the DVC Academic.

To promote and champion the work of the Education Department across the institution and externally.

To undertake other such duties that may be required from time to time by the University as commensurate with the grade of the post.

**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

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<th>Essential</th>
<th>Method of assessment</th>
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<tr>
<td><strong>Education and qualifications</strong></td>
<td>First degree</td>
<td>Application form</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Significant experience of effectively leading and implementing aspects of quality assurance and quality enhancement within a higher education institution</td>
<td>Application form and Interview</td>
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<td></td>
<td>An in-depth knowledge of QAA’s UK Quality Code for Higher Education, OfS Conditions of Registration, CMA requirements in relation to Higher Education Providers, and the wider, external quality debate in Higher Education</td>
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<td>Demonstrable leadership and management experience in a higher education environment</td>
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<td><strong>Aptitude and skills</strong></td>
<td>Highly articulate, excellent written and oral communication skills with the ability to liaise effectively at all levels within the institution and externally</td>
<td>Application form and Interview</td>
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<td>Excellent leadership and management skills</td>
<td>Interview</td>
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<td>Ability to think strategically about the future direction and needs of quality assurance and enhancement, and their role in academic development</td>
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<td>Ability to multi-task, coordinate and successfully manage a range of complex activities to completion, prioritising effectively in order to meet deadlines</td>
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<td>Ability to effectively lead and manage own team, and build and manage effective collaborative working relationships at a range of levels within the Education team and more broadly between departments within the University</td>
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<td>Ability to interpret, interrogate, synthesize and evaluate data/information relevant to</td>
<td>Interview</td>
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<td>Essential</td>
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<td>assuring and enhancing quality and academic standards using lead and main indicators</td>
<td>Application form and Interview</td>
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<td>Strong negotiation and persuasion skills</td>
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<td>Ability to communicate complex information in an effective, concise and tactful manner, both orally and in writing, including to non-specialist audiences</td>
<td>Application form and Interview</td>
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<td>Ability to work flexibly and work effectively both independently and collaboratively as part of a team</td>
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<td>Committed to a culture of continuous enhancement.</td>
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<td>Willingness and flexibility to travel and work across the UK and overseas (as and when required, with prior notice)</td>
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<td>Willingness to undertake occasional out of hours working as dictated by business needs</td>
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<th>Desirable</th>
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<td><strong>Experience</strong></td>
<td>Application form</td>
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<td>A good working knowledge of Ofsted’s Education Inspection Framework</td>
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<td>Experience of leading institutional QA reviews, such as QAA HER, OfS QSR or Ofsted Inspection</td>
<td>Application form and Interview</td>
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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.
Contact information

Enquiries about the vacancy:

Name: Professor Osama Khan
Job Title: Deputy Vice-Chancellor - Academic
Email: osama.khan@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via 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: Benefits and Rewards | Aston University

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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