

Quality Coordinator



OPPORTUNITY

Where change
gets real.



Reference: 0931-25

Grade: 7

Salary: £31,236 to £36,636, per annum, depending on experience

Contract Type: Fixed Term (12 Months)

Basis: Part Time (0.8 FTE)

Job description

Job Purpose:

To work as a member of the University's Quality Team providing professional and administrative support to one of the three Colleges. The role will support the College in implementing University quality assurance policy and continuous improvement, especially where it impacts on the student experience and to meet College and University strategic aims.

Main Duties/Responsibilities

The role holder will be part of a team of quality assurance staff expected to identify and promote improvements and best practice in response to internal business needs and external requirements. The role holder will take primary responsibility for the areas detailed below.

- ▶ Supporting the College Quality Officer in providing a high standard of administrative support to underpin the College's quality assurance and enhancement activities, maintaining accurate records and version control of key quality assurance documentation including on MAP and Worktribe.
- ▶ Providing pro-active administrative support and advice to programme teams in relation to programme modification and approval.
- ▶ Providing a high level of administrative support for accreditation of College programmes by professional, statutory and regulatory bodies. This includes collating key documentation and data for the programme team for submission to the accrediting body prior to accreditation visits.
- ▶ Working with colleagues across the College to support the quality assurance of collaborative elements of programmes.
- ▶ Working closely with the College Quality Officer to support programme and module specification review processes, ensuring that accurate programme specifications are uploaded on to MAP/Worktribe and updated programme details are available to all relevant stakeholders, including the University Marketing and Admissions Teams.
- ▶ Working closely with the College Quality Officer to ensure the annual module update and approval process meets University requirements and timelines; entering updated data onto Worktribe and meeting set deadlines to ensure it is accurate, fit for purpose and meets University Design Principles.
- ▶ Providing pro-active administrative support and advice to colleagues across the College in relation to Continual Monitoring and Evaluation of Programmes, including production and collation of documentation and data, liaison with External Advisors (including Right to Work checks and processing payment).
- ▶ Managing Independent Assessors, External Examiners, and External Quality Assurance Assessors in accordance with agreed University policy and process.
- ▶ Acting as Secretary to College Education and Student Experience Committee and relevant subgroups ensuring the effective administration of business and dealing with actions that arise.
- ▶ Working with the College Quality Officer and other senior managers to ensure the quality and timeliness of information to students within the College.
- ▶ Supporting arrangements for module evaluations and reflections; setting appropriate timelines for completion in agreement with senior managers; assisting in the collation and analysis of responses and communication of outcomes.
- ▶ Providing administrative support for specified quality enhancement projects within the College.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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
Education and qualifications	▶ An Honours degree or equivalent.	Application form
Experience	▶ Experience of working within Higher Education. ▶ Experience of working in quality assurance in Higher Education or a quality assurance environment.	Application form and interview
Aptitude and skills	▶ Strong organisational and planning skills. ▶ Excellent interpersonal and communication skills with a positive and proactive approach to problem resolution. ▶ Ability to establish effective working relationships with a range of stakeholders. ▶ Ability to reflect upon the effectiveness of processes and to be proactive in suggesting ways of improving processes. ▶ Good attention to detail.	Application form and interview

	Essential	Method of assessment
	▶ Good report writing skills. ▶ Good Office IT skills. ▶ Good minute writing skills.	

	Desirable	Method of assessment
Experience	▶ Knowledge of higher education policies around programme approval, review, collaborative provision and external examining.	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 23.59pm 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Adam Hewitt

Job Title: Head of Quality Assurance

Email: a.hewitt@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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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