

# Quality Officer



**OPPORTUNITY**

Where change  
gets real.



**Reference: 1038-25**

**Grade: 8**

**Salary: £38,784 to £46,049, per annum, depending on experience**

**Contract Type: Full Time**

**Basis: Fixed-Term (24 months)**

## Job description

### Job Purpose:

To work as a member of the University's Quality Team providing professional and administrative support to Aston Business School (ABS) and the School of Law & Social Sciences (LSS). The post holder will work closely with members of the School's Senior Management Teams and other members of staff across all Registry teams to support ABS and LSS in implementing University quality assurance policy and continuous improvement, especially where it impacts on the student experience and to meet School and University strategic aims.

### Main Duties/Responsibilities

The post holder will be part of the University's Quality Assurance team within the broader Registry team. The post holder will be responsible for assuring academic quality and standards primarily at School level, but also more widely at university level as part of the broader Quality Assurance team contribution to critical institutional projects. The post holder is expected to drive quality assurance and enhancement and identify and promote examples of best practice from within Schools for sharing across the university.

The post holder will take primary responsibility for the areas detailed below:

- ▶ Responsibility for guiding and advising academic staff on the development of new programmes and modifications to programmes, providing support as necessary to ensure that proposals and changes are developed and approved in line with internal quality processes and timelines and compliant with appropriate external bodies (e.g. OfS, Accrediting bodies & PSRBs).
- ▶ Responsibility for responding to queries relating to the development, approval and review of Collaborative Provision.
- ▶ Managing ABS and LSS programme enhancement framework processes with the Quality Enhancement Team, identifying themes that need to be addressed at a School level, and promoting areas of good practice that warrant wider dissemination.

- ▶ Managing the programme accreditation process for ABS & LSS programmes, planning and providing support to accreditation events, ensuring that any necessary follow up action is completed and identifying and promoting areas of good practice that warrant wider dissemination.
- ▶ Line management of ABS & LSS Quality Co-ordinators.
- ▶ Working with ABS & LSS Quality Co-ordinators and Associate Deans of Education to ensure the accuracy and timeliness of information relating to programme structure and content (e.g. programme specifications and module descriptors) to students and potential applicants through curriculum management systems.
- ▶ Keeping up to date with changes to national and University policies and procedures and advising colleagues within the Schools as appropriate.
- ▶ Acting as Secretary to the Education & Student Experience Committees, sub-groups, and other central academic governance committees as needed.
- ▶ Managing the appointment of External Examiners within the Schools and assisting with their induction and training.
- ▶ Taking an active role in both internal and external meetings and events, fostering good relationships between the team and University staff, students and other stakeholders.
- ▶ Attending relevant external events as required by the Head of Quality Assurance.
- ▶ Working flexibly and effectively as a member of the Quality Team, supporting the broader University quality assurance and enhancement functions, and leading on key projects and initiatives as required by the Head of Quality Assurance, with a particular focus on curriculum transformation initiatives to support the Aston 2030 Strategy.

### **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
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ An Honours degree or equivalent</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of working within Higher Education with a good understanding of University policies and procedures</li> <li>▶ Experience of overseeing the development and approval of Collaborative Provision</li> <li>▶ Experience of managing quality in Higher Education</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Strong organisational and planning skills</li> <li>▶ Ability to establish effective working relationships with a range of stakeholders</li> <li>▶ Ability to reflect upon the effectiveness of processes and to implement improvements</li> <li>▶ Good report writing skills</li> <li>▶ Good Office IT skills</li> </ul>	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.



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](mailto: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](mailto:a.hewitt@aston.ac.uk)

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

Recruitment Team via [recruitment@aston.ac.uk](mailto: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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