



Aston University

BIRMINGHAM UK

# Quality Coordinator



**OPPORTUNITY**

Where change gets real.



**Reference: 0463-26**

**Grade: 7**

**Salary: £31,326 to £36,636, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

To work as a member of the University's Quality Team providing professional and administrative support to two of the six Schools. The role will support the Schools 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 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 Quality Officer in providing a high standard of administrative support to underpin the Schools' 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 School 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 School to support the quality assurance of collaborative elements of programmes.
- Working closely with the 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 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 Schools 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 within the academic governance structure and relevant subgroups ensuring the effective administration of business and dealing with actions that arise.
- Working with the Quality Officer and other senior managers to ensure the quality and timeliness of information to students within the Schools.
- 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 Schools.

## 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>	An honours degree or equivalent.	Application form
<b>Experience</b>	Experience of working within Higher Education.  Experience of working in quality assurance in Higher Education or a quality assurance environment.	Application form and interview
<b>Aptitude and skills</b>	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.  Good report writing skills.	Application form and interview

	Essential	Method of assessment
	<p>Good Office IT skills.</p> <p>Good minute writing skills.</p>	

	Desirable	Method of assessment
<b>Experience</b>	<p>Knowledge of higher education policies around programme approval, review, collaborative provision and external examining.</p>	<p>Application form and interview</p>

## 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**

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
<p>We strive for excellence within ourselves and others, providing solutions to new and existing challenges.</p>	<p>We work best when we are collaborative, working together to contribute to the Aston community.</p>	<p>We strive together for improvement and innovation looking ahead to see the bigger picture.</p>	<p>We treat everyone in our community equally and how they would like to be treated.</p>	<p>We are open, honest and fair. We take ownership of the way we work and how we treat each other.</p>

## 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](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Vanessa Vogt

Job Title: Head of Quality Assurance

Email: [v.vogt1@aston.ac.uk](mailto:v.vogt1@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:** 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**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web 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 our candidate immigration [web page](#) for further details.

## **Before you start and Right to Work**

### Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

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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