Job Description

Job Title: Senior Academic Quality Officer - Collaborative Provision

Faculty/Directorate: Registry Services

Grade: 6

Full-Time Permanent

	Duties of the role
Overall purpose of the role	The Senior Academic Quality Officer will have a pivotal role in supporting the management and direction of the University's collaborative partnerships. The postholder will be responsible for assisting the Academic Quality Lead: Collaborative Provision, to ensure that the university's academic partnerships in the UK and internationally meet statutory and regulatory requirements, and deliver the highest academic standards. The postholder will ensure that the quality and standards of provision delivered through the University's network of collaborative partners is maintained and enhanced. The postholder will also be responsible for the delivery of complex, high profile, and high value projects, to exacting standards.

Main duties and responsibilities	**Collaborative Provision:** ▪ Deliver complex projects related to collaborative provision, ensuring that key performance indicators are met. ▪ Contribute to the development of policies and processes which contribute to improving quality assurance and enhancement of partnerships. ▪ Maintain and develop working relationships with Faculties and Professional Services to improve partnership arrangements between collaborative partners and the University. ▪ Develop content and contribute to the development of the team's website and intranet presence. ▪ Represent the team at committees and boards, and deputise for the Academic Quality Business Partner – Collaborative Provision, as and when required. ▪ Attend external events, internationally and in the UK, as requested to support the validation, review and monitoring of collaborative provision. ▪ Organise and attend higher education forums, ensuring actions are taken forward by the appropriate areas of the University and outcomes are communicated to partners and students in a timely manner. ▪ Represent the University in a professional manner, providing timely accurate advice, expertise and guidance as required, and report on current matters to relevant stakeholders.

- Provide advice to staff within the University and in partner institutions, to ensure compliance with quality assurance and quality enhancement requirements.
- Act as servicing officer for approval and review events, providing expert advice and guidance to panel chairs and preparing the formal reports.
- Ensure the programme and partner suspension and closure process is implemented when appropriate, and ensure appropriate records are maintained.
- Act as servicing officer to committees and working groups as appropriate.
- Provide specialist advice to the executive/senior managers of the University, and at partner institutions, on the development and implementation of University academic quality policy relating to the approval and review of collaborative provision and partnerships, including the production of reports recommending further action.
- Work with colleagues in Academic Quality Services and relevant managers to support external quality assessment, collaborative reviews, and periodic reviews.
- Have responsibility for other quality assurance and enhancement activities as directed by the Academic Quality Lead: Collaborative Provision and the Deputy Director and Head of Academic Quality Services.
- Develop and contribute to the design and delivery of staff development for the University and partner institutions regarding academic quality procedures and practices.
- Develop and deliver projects that contribute to business development, operational efficiencies, and/or relationships with collaborative partners.
- This job description reflects the main duties and responsibilities of the post. However, the post holder may be required to fulfil other ad hoc duties commensurate with the level of the post from time to time.
- Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
- All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct

	must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land. ▪ Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. ▪ The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting

Person Specification

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Criteria	Requirements	Essential or desirable		*Method of assessme			
				A	I	T	D
Qualifications and Training	Educated to degree level or equivalent	Essential		Y			Y
	Postgraduate qualification or experiential equivalent		Desirable	Y			Y
Previous Work Experience	Experience of project and event management	Essential		Y	Y		
	Experience of supporting and coaching a team to meet challenging targets	Essential		Y	Y		
	Experience in the operation of partnership arrangements	Essential		Y	Y		
	Experience of policy and process development and improvement	Essential		Y	Y		
	Experience of building productive and enduring relationships	Essential		Y	Y		
	Experience of designing and delivering presentations with the ability to adapt to varied audiences – for senior management and a wide range of stakeholders	Essential		Y	Y	Y	
	Experience of working in the higher and/or further education sector		Desirable	Y	Y		
Specific Knowledge, Skills, Abilities, Motivation, Attitude Required	Knowledge and understanding of quality assurance and enhancement principles	Essential		Y	Y		
	Ability to write clear and concise reports encompassing complex issues	Essential		Y	Y		
	Ability to handle sensitive/confidential material	Essential		Y	Y		
	Excellent organisational skills with ability to prioritise and manage own workload	Essential		Y	Y		
	Willingness to support others and work as part of a team	Essential		Y	Y		
	Ability to work accurately under pressure and to tight deadlines whilst managing a complex varied and heavy workload	Essential		Y	Y	Y	
	Commercial awareness and acumen	Essential		Y	Y		

	Excellent numeracy skills, strong analytical skills, and very good financial management skills	Essential		Y	Y	Y	
	Excellent IT literacy, specifically the Microsoft Office suite	Essential		Y	Y		
	A motivated self-starter who uses a high degree of own initiative	Essential		Y	Y		
	Ability to work flexibly and respond quickly to situations	Essential		Y	Y		
	Ability to build and maintain excellent working relationships	Essential		Y	Y		
	Understanding of government HE policy and agenda, particularly within the context of collaborative partnerships	Desirable		Y	Y		
Additional requirements	High degree of professionalism and excellent customer service skills	Essential		Y	Y		
	Ability and willingness to travel across the UK and overseas	Essential		Y	Y		
	Ability and willingness to very occasionally work evenings and weekends	Essential		Y	Y		
	Active engagement with personal development	Essential		Y	Y		Y

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**