

Job Description

Job title Academic Quality Policy Manager

Faculty/Directorate Registry Services

Grade: G

Role profile: SMG2

Full time

Permanent

	Duties of the role
Overall purpose of the role	To lead on the development of academic quality policy, process and regulations for the university, ensuring that the university has robust processes to ensure academic standards are maintained, and that the academic regulations and policy are consistent and aligned, and deliver an efficient, effective and customer focused quality environment for the university.
Main duties and responsibilities	• To lead the development and implementation of academic regulations, policy and process, including, but not limited to the academic regulations, quality handbook, approval and review policies. • To oversee the development of the university's academic regulations, ensuring that they are fit for purpose, in line with sector expectations, accessible, and respond to the university's strategy and mission. • To oversee the development and maintenance of the university's quality assurance handbook, ensuring that the university has appropriate policies and procedures relating to: • programme and module design and approval • programme and module suspension and withdrawal • minor and major curriculum modification • periodic review • annual enhancement review • external examining • operation of assessment • recognition of prior learning • student feedback on taught provision. • To ensure that all academic regulation, policy and procedure has an appropriate review schedule which is maintained and adhered to. • To work closely with Academic Quality Business Partners to ensure that regulation, policy and procedure is implemented consistently across all areas of the university. • To work with the Academic Quality Business Partner: Collaborative Provision to ensure the university has robust, fit for purpose policies and procedures for the quality assurance, enhancement and oversight of collaborative provision in the UK and internationally.

Duties of the role

- To work with the Senior Academic Quality Officer: Ofsted and Technical Education to ensure that the university has robust, fit for purpose policies and procedures for the quality assurance, enhancement and oversight of apprenticeships, skills and technical education which meet the needs of Ofsted, Skills England and other relevant regulatory bodies.
- To support the effective operation of the university's academic governance structures.
- To review changes in the regulatory landscape and ensure they are reflected in university policy and procedure.
- To ensure that changes to policy, procedure and regulation are appropriately communicated across the university, with support and guidance provided to colleagues and students as required.
- To provide high quality advice and guidance on academic policy and procedure and complex regulatory matters.
- To work collaboratively with other members of the Academic Quality team to ensure consistency of approach and advice.
- To contribute to and serve on, as appropriate, internal committees, working and advisory groups.
- To service university-level academic committees as required, ensuring agendas are planned, accurate minutes are taken, papers are distributed in a timely manner, and committee decisions are communicated effectively and provide support to the chair.
- To provide strong and active line management for relevant members of the Academic Quality team, ensuring staff are supported and developed, appraisals are undertaken in a timely manner, and university attendance management procedures are rigorously followed.
- 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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G

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Undergraduate degree or equivalent experience	E		x			x
	Postgraduate or professional qualification		D	x			x
	Membership of relevant professional body (eg Association of Higher Education Professionals, Academic Registrars Council Practitioner Group)		D	x			x
Previous Work Experience	Significant experience of working in academic quality assurance	E		x	x		
	Experience of working within a regulatory environment and of providing authoritative advice and guidance to others on regulatory matters	E		x	x		
	Experience of developing quality assurance policies and practice and regulation in line with UK Higher Education regulatory and sector requirements	E		x	x	x	
	Experience of supporting academic governance		D	x	x		
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Ability to work to a high standard and maintain excellent attention to detail	E		x	x	x	
	Ability to prepare high quality reports and data analysis	E		x	x	x	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Excellent communication and interpersonal skills, and the ability to provide a high standard of customer care	E		x	x		
	Ability to communicate complex matters in writing with brevity, simplicity and clarity to ensure accessibility to a wide variety of audiences	E					
	Ability to communicate complex information and challenging messages to stakeholders at all levels	E		x	x		
	Ability to challenge, influence and persuade, and work with confidence with academic experts	E		x	x		
	Commitment to supporting the delivery of an excellent student experience	E		x	x		
	Commitment to equality, diversity and inclusion	E		x	x		
Additional Requirements							
Our Values and Behaviours at DMU							
We are Collaborative – we work together to get things done	We support each other to achieve joint outcomes We understand how our work contributes to DMU We are aware of our personal impact on others	Essential					
We are honest and Compassionate	We are open, honest and caring We work on a trust basis We hold ourselves accountable for our actions	Essential					
We are innovative and Creative	We constantly strive for better We challenge bureaucracy and explore digital solutions We are innovative and creative	Essential					
We are a community – we value and champion difference	We embrace alternative views We treat others with respect We tackle inequalities	Essential					