

Job Description

Job title Deputy Director and Head of Academic Quality

Faculty/Directorate Registry Services

Grade: Senior

Role profile: Senior

Full time

Permanent

	Duties of the role
Overall purpose of the role	The Deputy Director and Head of Academic Quality is responsible for the overall leadership of quality and standards across the university. The postholder is responsible for the overall direction, development and implementation of academic quality assurance policy and practice. The postholder will lead efforts to develop and embed a culture of quality assurance, enhancement and continuous improvement across all the university's academic endeavours. S/he will lead the Academic Quality team to provide effective and efficient support to faculties, professional services directorates and university partners to ensure that the university's academic endeavours maintain academic standards, are aligned to regulatory requirements, and ensure the best possible student outcomes and student experience. The role holder will also act as Deputy to the Director of Registry Services, deputising for the Director in their absence.
Main duties and responsibilities	• To ensure that the university maintains an up to date and robust framework for the management of academic quality and standards, which meets the needs of external regulatory, national and international standards. • To support the Deputy Vice Chancellor Education, Equalities and Student Experience, the Registrar and Secretary and the Director of Registry Services in their roles, ensuring that rigorous and robust quality assurance and enhancement activity underpins all the university's academic and student support endeavours. • To closely monitor the national and international regulatory landscape, identifying and anticipating changes and developments, and advising the university on the appropriate response to such changes. • To work with other senior professional services staff and academic leaders to ensure that the university's quality framework operates effectively. • To ensure that the university's policy, procedures and regulations are fit for purpose, effective and efficient, and well-communicated. • To ensure that policy, procedure and regulation associated with academic quality supports the delivery of strong student outcomes and experience, aligned to Office for Students B3 conditions, and the Teaching Excellence Framework, and is informed by staff and student consultation. • To embed a risk-based approach, minimising bureaucracy, and ensuring that policy and procedures enable the identification of areas for improvement and best practice, and facilitate swift corrective action where needed. • To provide expertise, advice and guidance to senior staff on the operation of quality assurance systems and processes. • To ensure the continuous monitoring, evaluation and enhancement of the university academic provision, as operated by the university and its educational partners (in

Duties of the role

the UK and internationally).

- To ensure the university has appropriate oversight of its compliance with relevant professional, statutory and regulatory body requirements.
- To ensure the effective operation of academic governance across the university.
- To ensure that the university's approach to quality assurance and enhancement is strongly informed by student voice, and that student co-creation and participation is a strong feature of the university's approach.
- To support and challenge colleagues to deliver to the highest academic standards, ensuring that concerns are identified and acted on quickly.
- To prepare and deliver the university's annual academic quality report for consideration at Academic Board.
- To lead and embed a culture which moves the university beyond quality assurance into quality enhancement.
- To chair and participate in committees and working groups as required.
- To lead the Academic Quality team, identifying priorities and objectives, and providing robust line management and leadership, including management of attendance, appraisal, recruitment and development.
- To support the Academic Quality team to work flexibly to meet the challenges and opportunities posed in a rapidly changing sector.
- To ensure that all academic policy, procedure and regulation is fully accessible.
- To deputise for the Director of Registry Services in their absence.
- 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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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 degree or relevant 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 higher education quality assurance and enhancement	E		x	x		
	Experience of supporting complex academic provision, including collaborative provision and provision aligned to professional, statutory and regulatory bodies.	E		x	x		
	Experience of designing and delivering flexible and robust processes	E		x	x		
				x	x		
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	In depth knowledge of the UK higher education sector	E		x	x	x	
	Thorough understanding of the UK regulatory environment for quality assurance, including Office for Students B conditions of registration	E		x	x	x	
	Knowledge of and the ability to use data and metrics to inform quality assurance and enhancement activity	E		x	x		
	Strong flexible leadership, and the	E		x	x	x	

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

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	ability to provide robust line management, setting priorities and objectives and ensuring adaptability to respond to a frequently changing environment						
	Excellent interpersonal skills, including the ability to communicate to a range of stakeholders at all levels, and the ability to challenge senior staff where necessary to uphold quality and standards	E		x	x	x	
	Ability to take a risk-based approach to quality assurance and enhancement		D	x	x		
	Ability to work independently, and prioritise the workload of self and others	E					
	Commitment to equality, diversity and inclusion	E		x	x		
	Excellent organisation skills and attention to detail	E		x	x		
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					

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