



## JOB DESCRIPTION

<b>Job title:</b>	Quality and Standards Manager
<b>Responsible to:</b>	Head of Quality and Standards
<b>Department:</b>	Centre for Teaching Excellence & Student Success (CTESS)
<b>Starting Salary:</b>	£39,609 per annum
<b>Salary Band:</b>	Band I, point 36
<b>Term:</b>	Permanent
<b>Annual Leave:</b>	30 days per year

### Overall Role

To be responsible for and oversee all aspects of quality assurance and enhancement across the Faculties and wider University initiatives, in accordance with the UK Quality Code and institutional policies and regulations. This will include the responsibility for providing expert advice and guidance for all approval and review processes, programme annual monitoring, programme specifications, programme and module modifications for all programmes. To support University objectives such as student retention and enhancement of teaching quality. The QS Manager will be given designated responsibility for a particular area of work (this may be regulations and compliance, annual quality monitoring (including external examiner monitoring), but is expected to contribute across the University's entire portfolio to meet service demands.

## Main Duties

- To co-ordinate and support the approval and review process, including active participation in programme developments; the provision of expert advice and guidance to academic colleagues with regards to programme development; organising validation events, including co-ordination of both internal and external Panel constituents; aiding the preparation of validation documents; active participation at the approval event as Panel Officer, supporting and advising the Panel Chair producing the validation report; ensuring the programme team's compliance with the event outcomes and proceeding the documentation through University governance structures.
- To work closely with the Faculty Business Manager and provide advice and guidance on changes to the programmes and curriculum approved by the relevant Committee/ Panel; this will include updating and monitoring cumulative changes to programmes which may predicate a full revalidation. To maintain and update accurate records of any modifications in accordance with University procedures.
- To undertake annual review of Programme Specifications for the Faculty programmes, ensuring accuracy and timely publication of the Programme Specifications on the public website and to maintain continual review throughout the academic year.
- To be responsible for the administration of Faculty and University level Programme validations and revalidations including monitoring of the Validations Schedule, maintaining up-to- date information at all times.
- To manage the appointment process of External Examiners by undertaking an annual review of External Examiner status; processing of nominations in accordance with University processes; provision of information to External Examiners; maintaining accurate records.
- To provide advice, guidance and oversee the administration of the relevant University Committees and sub Committees, as required by the Head of Quality and Standards.
- To provide support to the Q&S colleagues for other Faculties, building effective relationships to provide service improvements.
- To contribute to staff development activities relating to quality assurance and enhancement.
- To be an effective and keen participant in all quality assurance and enhancement activities, and to review and contribute to policy developments.
- To work closely with academic and administration staff within the Faculty and provide advice on Quality and Standards matters, as required.
- To liaise with University staff as required to facilitate Quality and Standards functions and events

- To maintain accurate files and records, in accordance with the University retention policy.
- To ensure compliance with the Data Protection legislation
- Other relevant duties as required by the Head of Quality and Standards and the Dean of Teaching and Learning.

## **Person Specification**

### **Essential**

- A degree or equivalent qualification / experience
- Experience of working in the Higher Education sector in a quality assurance and/or enhancement function
- Experience of committee servicing and the ability to write committee reports
- Detailed understanding of the UK Quality Code and experience of its effective and practical application within HE
- An awareness of developments across the HE sector which particularly impact on quality assurance and enhancement
- Substantial experience of report writing and critical analysis
- Excellent interpersonal skills with the ability to relate to, and build professional relationships with, staff at all levels of the institution
- Excellent written and oral communication skills
- Ability to act on own initiative and to work independently but also as part of a team
- A flexible and adaptable approach to work with the willingness to learn new skills
- The ability to work effectively under pressure.
- A methodical approach to work with an excellent eye for detail and accuracy
- Excellent planning and organisational skills
- Tact and discretion, and a demonstrable understanding of confidentiality
- The ability to participate in the development of policy and procedures
- The ability to act as an ambassador for the institution in all external communications/relationships
- Strong IT skills with experience of using a range of software, including spreadsheets for example Microsoft Office programmes

### **Desirable**

- Knowledge and understanding of the interrelationships between Registry procedures and functions
- Experience of using complex databases
- Experience of contributing to HE policy developments, especially those relating to quality assurance and enhancement
- Experience of contributing to HE staff development sessions and workshops

**St Mary's University reserves the right to change and amend this job description, person specification in accordance with the changing requirements of the organisation.**

As part of your application you will need to upload a CV and letter of intent by the specified closing date. In addition to explaining your interest in and suitability for the post in line with the person specification, your application should also detail why you are applying for the role and why you would like to work at St Mary's University.