

Job Description

General Details

Job title:	Quality Administrative Officer (ADU17-03)
Faculty/School/Service:	School of Business, Leadership and Development/ Academic Development Unit (ADU)
Normal Workbase:	Stoke Campus
Tenure:	Fixed Term to cover maternity leave, commencing mid June 2017
Hours/FTE:	Part Time, working 18.5 hours per week / 0.5fte
Grade/Salary:	Grade 6

Job Purpose

The Quality Administrative Officer is responsible for the effective co-ordination of all aspects of quality assurance across the School and to facilitate the adherence to academic award regulations, under the direction of the Director of Quality Enhancement and Standards and with support from the Associate Deans and Heads of Department.

Relationships

Reporting to:	Director of Quality Enhancement and Standards (Academic Development Unit).
Responsible For:	N/A

Main Activities

- To co-ordinate the effective management of quality assurance across the School with support from the Associate Deans and Heads of Department.
- To support the Director of Quality Enhancement and Standards, Associate Deans and Heads of Department to implement HEFCE, QAA and other HE sector regulatory changes and guidance relating to educational quality and standards
- To work effectively with Schools to ensure the successful implementation of University Quality Assurance policies and procedures.
- To produce School-level reports and procedures and participate in the production of quality documents.
- To provide administrative support to meetings and workshops related to quality assurance, this will include QAA, HEFCE, professional and accrediting bodies and University quality processes, producing documentation including minutes of formal meetings.

- Gather collate and distribute information and documents relating to quality assurance.
- To use the University student records systems and associated reporting packages to provide quality management information.
- To oversee the administrative process related to the creation of Blackboard presence in the School
- To maintain and create courses and module diets in the University Student Record System and to manage the course withdrawals process
- To support the academic planning process and review and approval event preparation at School level
- To co-ordinate the School Annual Monitoring schedule in co-operation with the Associate Deans and Heads of Department.
- To assist the Director of Quality Enhancement and Standards in preparing for and facilitating QAA Higher Education Reviews across Schools.
- To oversee the administrative processes associated with the selection of External Examiner appointments for the School.
- To liaise with external validation and accreditation bodies as appropriate.
- To manage and coordinate the School AP(E)L systems and processes.
- To provide officer support for School Quality Meetings. This will involve preparing agendas, organising committee papers, taking minutes and coordinating any follow up action as required.
- To identify and report any health and safety issues in the relevant work areas, ensuring compliance with health and safety legislation and University policies and procedures.
- To undertake any other reasonable duties as determined by the Director of Quality Enhancement and Standards.

Special Conditions

This post is offered on a fixed term basis to cover maternity leave, commencing mid June 2017.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: Jane Hoar, Director of Quality Enhancement and Standards – jane.hoar@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The closing date is midnight on 3 April 2017

For information, interviews are likely to be held on the 3rd or 4th May 2017

Person Specification

Job Title: Quality Administrative Officer (ADU17-03)

Service: Academic Development Unit

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Educated to degree level or in possession of an equivalent professional qualification or experience	E	A
2	Excellent working knowledge and understanding of UK quality assurance policies and procedures within higher education	E	A/I
3	Excellent IT skills in relation to Microsoft packages and a strong working knowledge of Staffordshire University IT systems including Thesis, SITs, Business Objects and Blackboard	E	A/I
4	Ability to work effectively both independently and as part of a team	E	A/I
5	Effective communication skills with the ability to communicate with individuals at all levels within an organization	E	A/I
6	Excellent written communication skills with experience of producing documentation including minutes of formal meetings	E	A/I
7	Proven ability to effectively negotiate and influence with internal and external stakeholders	E	A/I
8	Excellent working knowledge of Academic Award Regulations either at Staffordshire University or another institution	E	A/I
9	Excellent organisational skills and the ability to use appropriate strategies to prioritise workload to meet the deadlines associated with the academic calendar	E	A/I

***Key**

[A] Application form

To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'

[I] Interview

To be assessed during the interview process including selection tests or presentation, as appropriate