

Job Description

General Details

Job title:	Quality Systems Administrator (ADU17/07)
Service/School(s):	Quality Enhancement Service (Academic Development Unit)
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	37 hours per week / 1.0fte
Grade/Salary:	Grade 5
Date Prepared:	March 2017

Job Purpose

To support the planning and development of the academic portfolio, with particular focus on

- the effective central planning, co-ordination and organisation of programme approval, review and re-approval events, and partnership review events
- maintaining and developing accurate schedules of approval and review activity, and
- officering the Flexible Learning Approval Panel

Relationships

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

Main Activities

- Arranging approval, review, re-approval and Standing Panel meetings, to include all aspects of arranging the events and co-ordinating room bookings, travel and hospitality arrangements as required
- Maintaining, co-ordinating and developing accurate periodic review, partnership review and approval schedules, to support the academic planning process and development of the university's portfolio
- Managing the database holding information on the university's approval and review schedule, to include ensuring that all event conditions are signed off in accordance with agreed timescales
- Gathering, collating and distributing information and documents relating to quality assurance and review/approval activity, and preparing elements of collaborative agreements, as necessary
- Liaising with internal and external stakeholders connected to the University in relation to approval/review activity, including facilitating the appointment of external panel members, for example by undertaking Right to Work checks
- Monitoring and processing external panel member and student reviewer fee and expenses claims
- Liaising with external validation and accreditation bodies (i.e. Pearson re: HNC/HND qualifications)

- Acting as Secretary to Flexible Learning Approvals Panel: this involves preparing agendas, organising papers, provision of administrative support regarding quality assurance, producing documentation and minutes of formal meetings
- Providing advice and guidance across the University with regards to flexible learning awards, periodic review and partner review scheduling
- Using the University student record systems and associated reporting packages to provide quality management information
- Assisting the Director of Quality Enhancement and Standards in preparing for and facilitating internal and external audit activity, e.g. QAA Reviews
- 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

None applicable.

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.

Person Specification

Job Title: Quality Systems Administrator
(ADU17/07)

Faculty/School/Service: Quality Enhancement 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 A level standard at least, or with equivalent experience	E	A
2	Experience of working in a busy and pro-active administrative role, preferably within Higher Education	E	A/I
3	IT literate with knowledge across Microsoft Outlook packages and previous experience of managing databases, for example Access	E	A/I
4	Ability to work both independently and as part of a team within which positive working relationships are developed	E	I
5	Ability to work effectively with colleagues of all levels across the university and from external organisations	E	I
6	Ability to negotiate with colleagues and find win-win situations	E	I
7	Excellent verbal communication skills, with the ability to convey complex information confidently and effectively to internal and external contacts	E	I
8	High standard of literacy, with experience of minute taking and report writing	E	A/I
9	Excellent organisational skills and the ability to use appropriate strategies to prioritise workload according to business requirements and respond flexibly to changing scenarios	E	I
10	Experience of quality assurance processes within Higher Education	D	A/I
11	Experience of committee servicing	D	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