

## Job Description

### General Details

Job title:	Quality Enhancement Officer (SaAS18-15)
School/Service:	Quality Enhancement Service
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	1.0fte
Grade/Salary:	Grade 7
Date Prepared:	May 2019

### Job Purpose

- To actively co-ordinate all aspects of the University's quality processes to safeguard the academic standards of the University and enhance the quality of learning opportunities available to students
- Working with schools and the Quality Administrative Officers to provide a school centric quality service that enables schools to move with pace whilst maintaining quality and standards of the academic provision
- To provide expert advice, guidance and training relating to the quality assurance and enhancement of higher education
- To play a central role in the development of the University's quality assurance and enhancement policies and procedures

### Relationships

Reporting to:	Director of Quality Enhancement and Standards
---------------	---

### Main Activities

- To contribute to the development of the University's quality assurance and enhancement policies and procedures
- Working as a wider team to identify and enhance the university approaches to quality and enhancement, supporting the overall mission of the university and the maintenance of standards
- To work with University Schools to ensure the successful implementation of University quality assurance and enhancement policies and procedures
- To provide guidance to Schools on taught course and research degree developments

- e) To manage and provide full officer support for a programme of on-campus, UK partner and overseas approval panels and review events
- f) To identify and prepare reports on good practice and quality enhancement themes
- g) To provide full officer support to University level committees and working groups, taking an active role in the work of each committee or group
- h) To represent the University at Quality Assurance Agency for Higher Education (QAA) and regional /national quality network meetings and be an ambassador for the University in a range of external environments
- i) To represent the Quality Enhancement Service at University meetings, providing clarification on current University policies and external expectations regarding the quality assurance and enhancement of higher education
- j) To work closely with the University's Collaborative Academic Partnerships office to secure the implementation of University policies and procedures by partner institutions
- k) To liaise with external validation and accreditation bodies (including professional bodies) as appropriate
- l) To work with the Director of Quality Enhancement and Standards to identify, interpret and respond to Office for Students, QAA and other HE sector regulatory changes and guidance relating to educational quality and standards
- m) To assist the Director of Quality Enhancement and Standards in preparing for and facilitating external reviews
- n) To initiate, plan and deliver staff development on the quality assurance and enhancement of higher education to University and collaborative academic partner staff and students
- o) To manage projects as agreed with the Director of Quality Enhancement and Standards
- p) To deputise for the Director of Quality Enhancement and Standards as and when necessary
- q) To undertake any other duties as may be reasonably requested

### **Special Conditions**

The post holder will be required to travel within the UK as part of their role and may be required to travel overseas.

The post holder may also be required to work outside normal working hours from time to time. The University will endeavour to give as much notice as is practicable regarding these requirements.

### **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:

Rebecca Penny, Director of Quality Enhancement and Standards – [Rebecca.Penny@staffs.ac.uk](mailto:Rebecca.Penny@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.

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.