

## Job Description



Staffordshire University Services Ltd

<b>Job title</b>	Quality Administrative Officer (SaAS19-14B)
<b>School/Service</b>	Registry
<b>Normal Workbase</b>	Stoke campus
<b>Tenure</b>	Fixed Term for 6-months
<b>Grade/Salary</b>	Grade 6
<b>FTE</b>	1 fte
<b>Date prepared</b>	April 2020

### Job Purpose

The Quality Administrative Officer is responsible for the effective co-ordination of all aspects of quality assurance across the School/s and facilitates adherence to the 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  
Responsible for: N/A

### Main Activities

- To co-ordinate the effective management of quality assurance across the School/s 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 OfS, 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, professional and accrediting bodies and University quality processes, producing documentation including minutes of formal meetings.
- To 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 presences in the School/s.
- 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/s continuous monitoring and periodic review activity 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 external Quality Reviews across Schools.
- To oversee the administrative processes associated with the selection of External Examiner appointments for the School/s.
- To liaise with Professional, Statutory and Regulatory Bodies as appropriate.
- To manage and co-ordinate the School AP(E)L systems and processes.
- To provide officer support for School Academic Committee Meetings. This will involve preparing agendas, organising committee papers, taking minutes and co-ordinating 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.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

### Special Conditions

The role holder may be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

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

### Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### Variation to Job Description

The employer 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

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:  
[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.

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 12<sup>th</sup> July 2020.