

## Job Description

### General Details

Job title:	Head of Academic Quality Development
School/Service:	Academic Development Unit/Quality
Normal Workbase:	Stoke on Trent
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 10
Date Prepared:	July 2021

### Job Purpose

Contribute to the success of Staffordshire University's 2030 academic strategy by:

- Working closely with the Director of Learning and Teaching to ensure strategic alignment of educational development activity.
- To actively support the development of both individuals and academic/quality staff teams to continuously increase the focus on continuous enhancement of course design, delivery and assessment.
- Providing the University with professional guidance and advice on all aspects of quality assurance and enhancement including writing and revising quality policies and procedures.
- Ensuring that curriculum design and pedagogy at Staffordshire University is sector-leading, inclusive, and evidence-based and contributes
- Providing leadership in staff development around continuous quality enhancement of learning and teaching
- Ensuring that Quality and Academic Development provides a valuable, effective and efficient service to all its stakeholders.

### Relationships

Reporting to:	Director of Learning and Teaching, dotted line to PVC Education
Responsible for:	Quality Enhancement Service staff. The post holder will be expected to work closely and proactively with academic and professional support staff from across the University in order to perform the main responsibilities of the role

### Main Activities

- To manage the Quality and Academic Development service.
- Work closely with the Director of Learning and Teaching to ensure strategic alignment of educational development activity.

- Provide leadership across the University for academic development, including for:
  - evidence-based development of pedagogy and scholarship of learning and teaching;
  - high levels of visibility for, and engagement with, SCoLPP and associated activities;
  - excellent design of courses, from concept to delivery, to meet the needs of students and society;
- To provide suitable development and training, as needed, for staff on the University's quality assurance and enhancement systems.
- To monitor and evaluate the University's quality systems.
- To be responsible for supporting academic teams on the successful implementation of the 2030 academic strategy
- To play a key role in the delivery of the University strategy in relation to academic development, encompassing quality assurance and enhancement, and to provide appropriate staff development to support delivery
- To manage and coordinate preparations for external quality assessment
- Ensure that Quality and Academic Development services are strategically aligned and well-used by stakeholders.
- To be responsible for monitoring the efficient and effective operation of the academic quality assurance and enhancement systems and procedures in all University provision.
- To ensure that the quality processes and policies of the University are fit for purpose, keeping their effectiveness and efficiency under periodic review and regularly revising policy documents in line with national developments.
- To ensure academic standards and quality are set and maintained at an appropriate level and satisfy the requirements and expectations of national agencies.
- To review and advise on academic development and quality enhancement systems in the University.
- To be responsible for advising academic and professional support staff on quality policy and process both internal to the University and those of external bodies such as the Quality Assurance Agency for Higher Education (QAA)
- To be responsible for providing officer support for a number of University Committees
- To work with key University Committees responsible for academic development, quality and standards, providing reports and briefing papers and acting as chair where appropriate.
- To liaise externally to ensure that appropriate quality assurance and enhancement mechanisms are adopted.
- To carry out such duties as may be required and are commensurate with the grade of the role
- 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
- To undertake other such responsibilities as may reasonably be required

### Special Conditions

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

### 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).

## 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.