

Job Description

Position:	Programmes Approval Manager
Academic Group/Service:	Off-Campus Division
Reference:	OCD-083/P
Grade:	Grade 7
Status:	Permanent
Hours:	Full-time
Responsible to:	TBC
Responsible for:	Operating the Off Campus Division programme approval processes over a range of collaborative partnerships

Main Functions of the Post:

- Contributes to day-to-day programme approval management of partnerships.
- Lead and manage the end-to-end process for the validation, reapproval, and periodic review of all academic programmes within the Off Campus Division.
- Ensure the meticulous preparation and submission of comprehensive programme documentation to relevant strategic committees, upholding accuracy and compliance.
- Ensures communication with appropriate colleagues.
- Contributes to an allocated area of divisional development and/or to the research strategy of the Division.

Principal Duties and Responsibilities:

1. Leads existing and potential partners to complete appropriate documentation, e.g. the Initial Enquiry Review (IER) form.
2. Supports Partnership Management Teams in completing documentation for Project Specification Meeting (PSM).
3. Attends Project Specification Meetings.
4. Manage all aspects of programme validations, reapprovals, and periodic reviews, ensuring adherence to institutional policies and external regulatory requirements.
5. Contributes to completion of approval documentation.
6. Attends planning meeting and invites partner to planning and approval events.
7. Assists with logistical arrangements for approval events.
8. Contributes to completion of Programme Development Record (PDR) on Moodle with partner and schools.
9. Prepare, review, and submit high-quality programme proposals and associated documentation for consideration by strategic academic committees.

10. Provides information, advice and guidance to partners on programme approval processes and resources available to partners.
11. Ensure the accuracy, completeness, and compliance of all programme-related paperwork and submissions.
12. Liaise effectively with academic departments, partner institutions, quality assurance teams, and other internal and external stakeholders throughout the approval process.
13. Identify opportunities for continuous improvement in programme approval processes, contributing to the development of efficient and effective workflows.
14. Trouble shoots and problem solves day to day programme and partnership approval issues, showing initiative.
15. Generate regular reports on the status of programme approvals, highlighting key milestones, risks, and successful outcomes.
16. Monitor changes in UK Higher Education regulations and quality assurance frameworks to ensure all programmes remain compliant.
17. Advertises for External Examiners and manages the collation of CVs and approval of nominees with subject specialists.
18. Supports Head in cross divisional development.
19. Explores research opportunities and develop own area of expertise in partnership working to contribute to a consultancy portfolio.
20. Engages with quality assurance processes/procedures to ensure that Off-Campus/ University standards are met.
21. Participates and contribute to University/Off-Campus committees and boards as appropriate to the role.
22. Undertakes personal and professional development to enhance individual contribution and to contribute to the University's reputation for academic and professional excellence.
23. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
24. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with the statutory and corporate requirements.
25. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements, as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

Please note this is an evolving role and the need to travel cross site, regionally and nationally are essential requirements for this role.

Person Specification

Position: Programme Approvals Manager		Reference: OCD-083/P	
School/Service: Off Campus Division		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in relevant subject area or equivalent level experience	Priority 1	Application Form/ Documentation
2 Skills / Knowledge			
2 a)	Excellent administrative and organisational skills where accuracy is key, e.g. organised record keeping, retrieving, analysing, presenting data and minute taking.	Priority 1	Application Form/Interview
2 b)	Excellent time management and experience of managing multiple tasks and delivering to tight deadlines often under pressure	Priority 1	Application Form/Interview/
2 c)	An understanding of the key issues in higher education, and awareness of university structures.	Priority 1	Application Form/Interview
2 d)	High level of competence in the use of IT e.g. proficient in the use of Microsoft Office, word, excel, access, email etc.	Priority 1	Application Form/Interview
2 e)	Excellent written communication skills and ability to disseminate information in a variety of formats e.g. ability to write letters, emails, contract letters, standard reports and minutes for staff at all levels across the University	Priority 1	Application Form/Interview
2 f)	Excellent verbal communication skills e.g. ability to interpret and explain standard policies and procedures to staff at all levels across the University and externally where appropriate	Priority 1	Application Form/Interview
2 g)	Ability to work flexibly as part of a busy team	Priority 1	Application Form/Interview
2 h)	Able to use computerised systems / databases and produce appropriate reports, letters, and other documentation	Priority 1	Application Form/Interview
3 Experience			
3 a)	Experience of working in a multi-function administrative role, preferably in a complex large organisation.	Priority 1	Application Form/Interview/
3 b)	Experience of providing administrative support including completing documentation, keeping track of changing priorities, arranging internal and external meetings, setting agenda and collating papers.	Priority 1	Application Form/Interview/
3 c)	Experience of working to established procedures	Priority 1	Application Form/Interview
3 d)	Demonstrable record of establishing effective working relationships with a wide range of people in a challenging environment	Priority 1	Application Form/Interview
3 e)	Experience of implementing quality assurance processes to ensure standards are met	Priority 1	Application Form/Interview
3 f)	Working within a Higher Education establishment	Priority 2	Application Form/Interview

4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Application Form/Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Application Form/Interview
4 c)	Sensitive to individual and cultural differences	Priority 1	Application Form/Interview
4 d)	Ability to use initiative to address problems for students and staff.	Priority 1	Application Form/Interview
4 e)	Work independently without close supervision.	Priority 1	Application Form/Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required