

Job Description

Position:	Lead for Quality and Compliance (Academic Partnerships)
Academic Group//Centre:	Off Campus Division – London-based
Reference:	0024-26
Grade	8 (plus £5,000) annual London weighting allowance
Status:	Permanent
Hours:	Full-Time
Responsible to:	Head of the Centre for Academic Partnerships

Main Function of the Post:

- Responsible for the operationalisation of key functions and developments including implementation of OFCD strategies into partnership management and development strategies within portfolio.
- Responsible for oversight of dedicated portfolio partnerships, link tutors, external examiners, local tutors as appropriate.
- Responsible for liaising with relevant stakeholders and a range of University services and supporting the day-to-day management of people (to include staff recruitment, academic quality/compliance, performance and planning) and resources.
- Responsible for operational management of partnerships and commercial negotiations including due diligence.
- Chair relevant portfolio meetings including Examination Boards, Partnership Development Meetings and Academic Misconduct Panels.

Principal Duties and Responsibilities:

1. Responsibility for timetabling, module allocation, management of academic staff and teaching.
2. Responsible for creating and developing growth strategies for Partners supporting the Head in identifying new strategic directions arising from Annual Review of Partnership Operations (ARPO).
3. Accountable for the successful development, delivery and performance management of allocated strategic partnership initiatives within remit.
4. Implement, embed and deliver Quality and Compliance initiatives for the Division
5. Lead Exam Boards, Partnership Development meetings and Task and Finish Groups.
6. Responsible for the effective management of timelines and facilitation of ARPO and Commercial Negotiations (led by Head or designated colleague)
7. Responsible for day-to-day operational management of partnerships including oversight of academic quality, recruitment of External Examiners, Link Tutors, Local Tutors in liaison with relevant internal and external stakeholders.

8. Responsible for strategic analysis and risk management of partner for improvement in recruitment, retention and destinations.
9. Ensure partners at all levels produce appropriate documentation in line with corporate and statutory requirements.
10. Undertake teaching and assessment duties as required of the role.
11. Responsible for coordinating and administering relevant KPI's such as the National Student Survey, and other surveys across the partnerships identifying areas of risk and best practice.
12. Undertake development/research or other agreed activity in order to contribute to the development of Centre /OFCD practice.
13. Ensure ongoing monitoring and evaluation of Partnership initiatives identifying risk and promoting best practice.
14. To contribute to the development of a collaborative, collegiate and inclusive culture across the partnerships and OFCD.
15. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with corporate and statutory requirements.
16. Provide advice and support to the Head of the Off Campus Division and colleagues in the wider Division and University.
17. To successfully contribute to the broader decision making of the University through active involvement in OFCD and University committees and groups.
18. Carry out personal and professional development aligned to the OFCD and University strategic direction.
19. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
20. 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.
21. 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 role 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 where appropriate. The review process will be conducted jointly by the relevant manager in consultation with the role-holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Person Specification

Position:	Lead for Quality and Compliance (Academic Partnerships)	Reference:	0024-26
School/Service:	Off Campus Division	Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a) Relevant Masters degree	Priority 1	Application form / Interview / Documentation	
1 b) A higher degree or membership of a relevant professional body	Priority 1	Application form // Interview / Documentation	
1c) A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 2	Application form / Interview / Documentation	
1 d) PhD, or equivalent level qualification or outstanding achievements in the professional field or willingness to obtain within dedicated timescales	Priority 2	Application form / Interview / Documentation	
2 Skills / Knowledge			
2 a) Able to successfully and effectively lead and manage partnerships and teams	Priority 1	Application form / Interview	
2 b) Ability to think strategically and problem solve at a strategic level	Priority 1	Application form / Interview	
2 c) Proven ability to analyse complex issues and interpret regulations and procedures	Priority 1	Application form / Interview	
2 d) Able to lead and motivate staff and colleagues through appropriate initiatives	Priority 1	Application form / Interview	
2 e) Knowledge and understanding of academic organisation and its processes including academic quality	Priority 1	Application form / Interview	
2 f) Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	Application form / Interview	
2 g) Able to successfully lead partnership developments to complement innovations in learning and teaching as appropriate	Priority 1	Application form / Interview	
2 h) Proficient in the application of IT systems and capable of utilising IT with respect to learning and teaching and management processes	Priority 1	Application form / Interview	
2 i) Demonstrable understanding of current challenges facing the UK HE sector	Priority 1	Application form / Interview	
2 j) Credible understanding and ability to deliver high levels of customer service and experience nationally and internationally	Priority 1	Application form / Interview	

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3 Experience			
3 a)	Proven experience of national and / or international partnership delivery	Priority 1	Application form / Interview
3 b)	Experience of leading in quality assurance oversight, including academic programme development and the chairing of assessment boards	Priority 1	Application form / Interview
3 c)	Experience in developing and delivering successful Partnership arrangements	Priority 1	Application form / Interview
3 d)	Significant experience (3 years or more) of having been employed by a UK university in a capacity of working with academic partnerships	Priority 1	Application form / Interview
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines.	Priority 1	Interview
4 c)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview
4 d)	Able to critically reflect on all aspects of own contribution to the role	Priority 1	Interview
4 e)	Able to successfully network with local/national/international employers and organisations	Priority 1	Interview
4 f)	Able to work co-operatively and sensitively with colleagues and students	Priority 1	Interview
5 Other			
5 a)	Whilst being predominantly based in a London office, having a willingness to work flexibly in order to meet the needs of the service and to undertake staff development, which may take place outside the University. This includes monthly travel to Bolton.	Priority 1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 c)	Able to travel nationally and internationally in order to meet the requirements of the service	Priority 1	Interview
5 d)	Awareness of the principles of Health and Safety, Data Protection Act, Freedom of Information Act, UKVI, Prevent and the Bribery Act	Priority 1	Interview
5 e)	Subject to business requirements and where the nature of the role permits, employees are expected to have access to suitable IT equipment and broadband internet access at home to work effectively remotely.	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 registration/accreditation/membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.