Academic Quality Officer (Maternity Cover)

Job Summary

Robert Gordon University (RGU) offers staff and students alike a distinctive, professionally-focused academic environment in which demand-led teaching and research helps individuals develop and prosper.

As an Academic Quality Officer within our Academic Quality and Learning Enhancement Department you will be responsible for overseeing the effective implementation of the University's academic quality processes and regulations in liaison with key senior internal and external stakeholders. You will have responsibility for a number of designated Schools within the University and will work as part of the Academic Quality Team which is responsible for the delivery of high-quality professional support across the University.

In order to fulfil this interesting and challenging role, you will need to be educated to postgraduate degree level or have equivalent relevant work experience. You will be experienced in working with quality assurance processes, making independent proactive decisions, successfully designing and embedding new processes and implementing continuous process improvement. Experience of working in a higher education environment would be an advantage.

This is a fixed term, maternity cover post for one year.

In keeping with RGU's commitment to work/life balance you will have the opportunity to work from home for a portion of the working week and also benefit from a generous pension scheme, 46 days annual leave (including statutory days) an onsite nursery and sports centre, as well as a range of voluntary health and travel benefits.

We are committed to attracting and engaging a diverse range of staff and fostering a culture where everyone feels welcome, comfortable to express

their ideas, and can reach their full potential. For more information, please visit Our Diverse Workforce pages.

Job Description

RESPONSIBLE TO: Director of Academic Quality and Learning Enhancement, reporting to Academic Quality Lead

RESPONSIBLE FOR: No supervisory responsibility

PURPOSE OF POST: To oversee the effective implementation of the University's academic quality processes and regulations in liaison with key senior internal and external stakeholders.

PRINCIPAL DUTIES:

- Manages the consistent implementation of the University's academic quality and standards, procedures and regulations.
- Provides executive advice/support to Deans of School/Associate Deans to ensure that delegated responsibility for key aspects of the academic quality system are implemented effectively and consistently.
- Co-ordinates and manages key quality events involving participation of internal and external stakeholders, many of whom work at a senior level.
- Analyses and interprets multiple sources of data synthesising these in reports for executive/institutional level consideration.
- Works effectively as part of a co-ordinated team to ensure consistency of implementation and feedback in effective practice.
- Provides advice/instruction on the application of the University's academic quality system, regulations and policies to internal and external stakeholders, many of whom are in senior positions, and to higher level University committees.
- Provides training to internal stakeholders (staff and students) and briefing to senior external participants on the quality procedures and events.
- Works in partnership with relevant professional bodies on course approval, monitoring and re-accreditation events.
- Keeps up to date with emerging strategy and policy, and monitoring external developments, including from the Scottish Funding Council and the Quality Assurance Agency for Higher Education (QAA) and leads in the development and review of academic quality procedures, regulations and associated documentation in response.
- Supports committee work as required.

- Plays a leading role in the management and reporting of Assessment Boards and assures that Assessment Boards are compliant with University regulations.
- Advises on formal student academic and misconduct appeals and other student casework.
- Represents the University at external events relating to academic quality and ensures effective communication/adoption of key information acquired.

Person Specification

ESSENTIAL REQUIREMENTS

Qualifications and Professional Memberships
Educated to postgraduate degree level, or equivalent relevant work experience.

Knowledge
Quality assurance and enhancement processes within the tertiary education sector, including the former Scottish Quality Enhancement Framework (QEF).
Quality Assurance Agency for Higher Education (QAA) policies, procedures and guidance.
Prior knowledge of writing accurate and succinct summaries and reports.

Experience
Experience of working with quality assurance and enhancement processes in a tertiary education setting.
Demonstrable experience of making independent proactive decisions, successfully embedding new processes and implementing continuous process improvement.
Experience of providing effective advice and guidance to ensure adherence to institutional requirements and in complex decision-making processes.

DESIRABLE REQUIRMENTS

Knowledge
Knowledge of the requirements of the external Scottish Tertiary Quality Enhancement Framework (TQEF), including annual reporting to the Scottish Funding Council, and Tertiary Quality Enhancement Review (TQER).

Experience
Designing and implementing effective academic quality procedures and/or regulations.

Delivering staff development sessions.
Writing minutes or formal notes for committees.
University Assessment Boards and associated procedures.

Behaviours

Behaviour 1: Communication – Ability to receive, understand and convey information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner.

Behaviour 2: Service Delivery – Experience of exploring and adapting a service to meet customer's expectations and also identifying ways of improving standards.

Behaviour 3: Initiative and Problem Solving – Experience of resolving new problems where there is a mass of information or diverse, partial and conflicting data with a range of potential suitable options.

Behaviour 4: Decision Making – Experiences of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others.

Behaviour 5: Liaison and Networking – Experiences of circulating information in an accurate and timely manner, working across team boundaries to build and strengthen working relationships and leading and developing internal networks to pursue a shared interest.

Behaviour 6: Teamwork and Motivation – Experience of being a team leader, agreeing clear team objectives and organising and delegating tasks according to individual abilities.

Salary: 46735.00 - 55755.00 GBP per Year

Position Type: Full Time , Fixed Term 1 Year 35.0 Hours per Week