

Job Description – Higher Education Quality Manager

Role Title:	Higher Education Quality Manager
Reporting to:	Head of Academy - Higher Education
Location:	Central London

Purpose of Job

To manage institution wide quality assurance systems and processes to achieve and maintain standards of excellence, assure the academic quality and standards and drive through improvements across the Academy.

The Higher Education Quality Manager will support the Head of Academy - Higher Education in assuring the academic quality and standards of higher education in the Academy.

Key accountabilities

- Ensure Academy HE provision meets academic standards stated within the national Framework of Higher Education Qualifications (FHEQ)
- Ensure the effective development, review and implementation of quality assurance and enhancement procedures, to assure the quality of new and continuing higher education provision within the Academy.
- Manage and co-ordinate the annual reporting process and the external examiner process.
- Have responsibility for leading and reporting on implementing actions set out in the Access and Participation Plan (APP)
- Manage and co-ordinate all processes relevant to higher education assessment.
- Manage the Quality Review process ensuring the effective monitoring of performance of curriculum provision using quality information systems and key performance indicators.
- Support staff to make effective use of Academy quality information systems.
- Provide support to course teams and heads of Academy to drive forward improvements and secure outstanding outcomes for students.
- Undertake and maintain records of planned health checks of Academy higher education information to report on Academy higher education information performance.

- Work with the Marketing Manager in health checking Academy information to ensure that all required information is accessible, trustworthy, and up to date.
- Provide support to Academy staff as part of HE community scholarship activity.
- To project manage the OfS/Access return and ensure the submission of relevant documents meets set deadlines.
- To support the higher education Academy community in meeting the requirements of the Teaching Excellence Framework (TEF).
- To manage and co-ordinate higher education quality surveys within the Academy and present summary data and analysis to relevant bodies.
- Ensure effective communication of issues associated with quality to Academy managers, academic and support staff, and external stakeholders as appropriate. This includes liaison with all validating and awarding bodies.
- To represent the Academy with partners and other external organisations encouraging a positive and collaborative approach to joint working.
- To keep abreast of all new developments and advise the Head of Higher Education on developments in relation to external review and relevant quality kite marks and other quality issues.
- To conduct a range of observation of teaching, learning & assessment activities, including classroom based, cross Academy activities, to support identified Academy priorities.
- Manage financial and other physical resources as appropriate.
- Undertake any other duties commensurate with the grade and status of the post, including representing and acting on behalf of Senior Postholder (s) as directed.

General Duties

- To promote the mission, vision, and values of British Academy of Jewellery
- To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
- To demonstrate strong self-motivation and enthusiasm for the post and be sufficiently self-motivated to undertake allocated duties within conflicting time frames.
- To carry out any further duties as reasonably requested by the centre manager.

Work Environment

- Ensure compliance with health and safety regulations, taking standard actions within health and safety guidelines and reporting any concerns to others.
- Demonstrate flexibility in the workplace to meet the requirements of specific deadlines and work schedules.

Person Specification

- An honours degree.
- Educated to GCSE standard or equivalent which must include English and Maths
- Comprehensive knowledge and understanding of relevant quality assurance regulatory frameworks and requirements, and translating them into practice, and experience providing authoritative and effective advice and guidance to staff and students.
- Experience of successfully developing, implementing, and managing effective systems, policies, and procedures, planning and outcome monitoring.
- Experience leading/contributing to QAA reviews.
- Excellent oral and written communication skills with the ability to prepare and deliver reports and briefings
- IT skills and an aptitude to exploit a range of media for effective communication and effective administrative systems and processes
- Highly effective people management skills, with an ability to build relationships, foster an environment of trust, confidence, and co-operation
- Ability to work effectively with external agencies, Academy, and collaborative colleagues on all aspects of quality assurance and enhancement.
- Ability to effect change and develop and implement changes to processes
- Conscientious and self-motivated
- Self-critical and able to judge the quality and efficiency of own work and set appropriate targets
- Methodical and thorough with an eye for detail