

**BPP Job Description**

**Job Title** Academic Quality Officer

**Department Group Academic Services**

**Location Home and office based**

**Additional details** Hybrid working between Home and either a BPP Centre in London or Manchester.

**Travel requirements (if applicable)**

**Contract type Full time and permanent**

**Hours of work** Mon – Fri, 9:00-17:30, 37.5 hours per week

**Reporting lines** Head of Academic Quality (Data and Risk)

**Job Purpose**

The Academic Quality Officer, under the direction of the Head of Academic Quality (Data and Risk), is responsible for assisting the University to implement its academic quality and governance mechanisms through the application of the internal regulatory framework, for ensuring the principles in the General Academic Regulations are met and for pro-actively supporting the academic community in capturing and disseminating best practice and enhancing the student experience.

**Key Responsibilities**

In this role, the Academic Quality Officer shall:

1. Act as Secretary to University Boards and Committees.
2. Prepare data-driven, risk focused reports demonstrating the impact of the University’s practice in relation to academic quality and prepare data-driven, risk focused committee papers on proposed developments and initiatives within the University and externally.
3. Act as key liaison between the Academic Quality Office and one of the School’s to provide advice and guidance on the interpretation and application of the University’s Regulatory Framework, including;
* programme design and approval;
* student conduct and academic progress;
* the principles and practices of assessment and the conduct of boards of examiners;
* external examining;
* student appeals and complaints; and
* annual programme monitoring;
1. Assist in the preparation, conduct and execution of internal and external audits of academic provision and standards, including the preparation for institutional review.
2. Assist in the drafting of regulations, procedures, protocols and guidance.
3. Develop and benefit from an external network of peers.
4. Maintain a close and contemporary understanding of developments in the HE sector and apply that understanding to the development of practice within the University.
5. Undertake such other tasks and duties as may be required from time to time by the Head of Academic Quality and Dean of Academic Quality & Policy.

**Skills, experience & qualifications required - Essential**

1. A good first degree, or equivalent qualification.
2. Significant experience working in an academic or administrative environment related to quality assurance and/or enhancement in higher education either for a higher education institution, or a professional or statutory body
3. An understanding of the frameworks for quality assurance in higher education in the UK and specifically that of the OfS/Ofsted.
4. Strong oral and written skills with experience of providing advice to committees and senior officers, and preparing reports and position papers and preparing minutes and action plans
5. Good numeracy skills
6. Excellent interpersonal skills
7. The ability to work in a team and be adaptable to the exigencies of changing priorities and timescales
8. Self-motivated and target focussed

**Skills, experience & qualifications required - Desirable**

1. Experience of a range of regulators, including the OfS, Ofsted and PSRBs for professional practice qualifications.
2. Experience of external regulatory review.
3. Experience of the work of a statutory body such as the OfS/Ofsted.
4. Familiarity with data management, collation and analysis.
5. Experience of delivering staff training