

**BPP Job Description**

**Job Title** **Academic Quality Officer (Policy & Integrity)**

**Department Group Academic Services**

**Location Home based**

**Additional details The role is fully remote, with occasional travel to Manchester and**

**London when required.**

**Travel requirements (if applicable):**

**Contract type Full time and permanent**

**Hours of work 37.5 hours**

**Reporting lines Director of Academic Governance & Proctor**

**Job Purpose**

The role supports both the policy development and implementation work of the University’s Academic Governance function, and the work of the Proctor’s Office which is responsible for the strategic and operational management of concerns relating to Student Conduct (e.g., student discipline, harassment and sexual misconduct, fitness to practice), academic and scholarly integrity, and academic advice and support in relation to student progression issues (e.g., fitness to study, oversight of key academic adjustments). The role holder will support the development, implementation, operation, and administration of university policies and procedures in relation to this work, especially regarding the implementation and operation of our regulatory responsibilities to the OfS E6 Condition relating to Harassment and Sexual Misconduct, and our duties to the Freedom of Speech (Higher Education) Act 2023. liaising with staff, students, and external partners in the timely review and administration of cases for the attention of the Director of Academic Governance & Proctor and supporting the Academic Quality Managers in their management of case load.

**Key Responsibilities**

1. Support the development, implementation, and operationalisation of academic policy across the University under the guidance and direction of the Director of Academic Governance & Proctor.
2. Support the central review, administration, preparation, and management of internal regulatory activity relating to the Proctor’s Office to include, academic integrity, academic progression matters, fitness to practice, fitness to study, student conduct, and scholarship and research integrity and ethics. In particular the role holder will have responsibility for elements of operational activity relating to the observance of the OfS E6 Condition relating to Harassment and Sexual Misconduct, and the Freedom of Speech (Higher Education) Act 2023.
3. Maintain a central database of activity referred to and managed by the Proctor’s Office, collating and reporting data on this activity to support reporting on activity relating to student conduct and student progression matters across the University.
4. Support the preparation and management of governance and committees relating to the business of the University’s Academic Governance and Proctor’s Office functions.
5. Support the central administration and co-ordination of the work of the Pro-Proctor team across the University.
6. Support the preparation and management of training of staff involved in the work of the Proctor’s Office.

1. Participate in operational planning meetings in liaison with the University Proctor and Academic Quality Managers to support the work carried out by the University Proctor function.
2. Identify improvements to contribute to the continuous operational improvement of the Academic Governance & University Proctor functions.
3. Undertake such other tasks and duties as may be required from time to time by the Director of Academic Governance & Proctor and Dean of Academic Quality & Policy commensurate to the role. This may involve supporting certain administrative elements of the broader Office for University Academic Quality at peak times.

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

1. Degree or equivalent qualification and experience.
2. Experience working in a higher education or similar environment which involves the application of policy and procedure frameworks.
3. Experience of working with student disciplinary, academic integrity and/or student progression matters.
4. Experience of interpreting policy and providing policy advice and guidance.

1. The ability to work in a team and be adaptable to changing priorities and timescales.

1. Ability to deliver key objectives within agreed timeframes.

1. High levels of confidentiality, discretion, and sensitivity.

1. Strong organisational skills and the ability to effectively manage own workload.
2. The ability to communicate effectively both orally and in writing (both in terms of numeracy and the written word), with a significant focus on communicating sensitively to various stakeholders.
3. Comfortable with supporting sensitive cases that can involve handling with discretion potentially distressing information and evidence in relation to sexual misconduct, harassment, social care matters, and safeguarding issues.

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

1. Specific qualifications or training in the area of managing sexual misconduct, harassment, social care matters, or safeguarding.
2. Experience of working within a Police or criminal legal setting.
3. An operational awareness of GDPR principles.
4. Knowledge and understanding of external regulatory frameworks such as those of the OfS, QAA, and OIA.