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 & Risk

**Job Purpose**

Working with the Head of Academic Quality, Data And Risk, this role will support the implementation and enhancement of the University’s Academic Development Plan. The post holder will carry out day-to-day implementation of the Academic Quality assurance and enhancement mechanisms, utilising data reporting and evaluation to provide actionable recommendations to key stakeholders and ensure that academic quality processes and interventions are evidence-led.

The role will also involve the management of academic quality enhancement projects working closely with the Head of Academic Quality, Data and Risk and delivering to the Dean of Academic Quality and Policy.

**Key Responsibilities**

In this role, the Academic Quality Officer shall:

1. Act as key liaison between the Academic Quality Office the Schools 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 drafting of regulations, procedures, protocols and guidance.
2. Support the management and implementation of Academic Quality initiatives to respond to strategy and external policy drivers.
3. Act as executive support and secretary to relevant University Boards and Committees.
4. Undertake impact assessments at both local and strategic level, working with data analysis teams and other stakeholders, to ensure institutional quantitative and qualitative data informs the University’s strategic response to regulatory Academic Quality expectations.
5. Deliver University level analysis to identify risks, providing actionable recommendations working on continuous improvement.
6. Evaluate key strategic initiatives using data to drive forward University performance against strategic and regulatory targets.
7. Any other duties that might reasonably be required by your line manager.

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

1. A good first degree, or equivalent qualification.
2. Significant experience working in an academic or professional service environment related to quality assurance and/or strategic planning 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/QAA/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 plansAbility to assimilate complex and detailed information from a variety of sources and digest into clear and concise summaries and actions
5. Excellent research skills Confident and competent in the interpretation, use and presentation of information (qualitative and quantitative)
6. Project management skills
7. Excellent interpersonal skills, excellent communication skills, including the ability to build relationships across a wide range of departments and roles
8. The ability to work in a team and be adaptable to the exigencies of changing priorities and timescales

Good MS Office skills - Word, Excel, Presentations

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

1. Experience of a range of regulators, including the OfS, QAA and PSRBs for professional practice qualifications.
2. Experience of external regulatory review.
3. Experience of stakeholder management
4. Experience of other data analysis tools e.g. Advanced Excel, Power BI, Tableau