

## **JOB DESCRIPTION**

**POST:** Director of Academic Quality and Development

**DATE:** October 2019

**SERVICE:** Senior Management Group

**POST NO:** AQD-A01

**STARTING DATE:** January 2020

**SALARY RANGE:** Management Scale points 10-16 - £60,813 to £69,501 per annum

**HOURS:** 1.0fte

**INDEFINITE/FIXED TERM:** Indefinite

**REPORTING TO:** First Deputy Vice-Chancellor

### **THE POST**

The Director of Academic Quality and Development provides leadership and strategic direction on quality assurance and enhancement across the University. The role holder ensures that the University complies with the Office for Students regulatory framework as it relates academic quality. The Director of Academic Quality and Development has responsibility for the formulation, implementation and monitoring of procedures and regulations relating to academic courses processes of validation and periodic review of programmes and provides leadership for external quality review events. The role-holder also has responsibility for producing, developing and implementing the University Learning and Teaching Strategy and ensuring the delivery of high quality teaching across the institution.

The person appointed will work closely with the First Deputy Vice-Chancellor, and the Dean of Humanities and Social Sciences, who is the institutional lead for the Teaching Excellence Framework. They are expected to have a proven commitment to aligning quality assurance structures and requirements with continuous improvement of learning and teaching. They will have overall responsibility for the staff in Academic Quality and Development.

The post holder will be an ex-officio member of Senate, Senate Academic Development Committee, Planning & Resources Committee, Senate Research and Knowledge Exchange Committee, Programme Amendment Committee, Student Experience Committee and of other committees and working groups as appropriate.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **1. Academic Quality and Development**

- Work closely with the Academic Registrar, Deans of Faculty, the Dean of Humanities and Social Sciences, Chairs of Faculty Academic Development Committees and others as appropriate, to provide leadership and strategic direction on quality assurance and enhancement across the University and with its collaborative provision ensuring compliance with external codes and benchmarks particularly Office of Students quality assurance requirements.
- Provide effective leadership to the entire staff of Academic Quality and Development, including responsibility for all HR processes associated with the Department.
- Ensure that the Academic Quality and Development Department is appropriately organised and managed to undertake its functions effectively and economically.
- Work closely with senior academic staff with responsibility for academic development and enhancement to ensure that the University maintains a culture of continuous improvement with regard to the student experience and is prepared for successful participation in the Teaching Excellence Framework.
- Manage the Academic Appeals process.

These tasks will necessitate contributing to the formulation, implementation and monitoring of strategies, procedures and regulations relating to academic programmes courses from Levels 3 to 8, with particular responsibility for ensuring that academic regulations and academic policies and procedures meet all external and internal requirements and remain current and fit for purpose. It will also involve overseeing processes of validation and periodic review of programmes and providing leadership for external quality review events. The University has a targeted number of collaborative partners and the Director of Academic Quality and Development has responsibility for ensuring the quality and standards of University awards delivered by these partners.

### **2. Strategy**

- Ensure that appropriate strategies are in place to improve the University's NSS and TEF performance.
- Develop, implement, and revise the University's Learning and Teaching Strategy
- As a member of Senate, contribute to the academic development of the institution.
- Contribute generally to the development and fulfilment of the institution's Strategic Plan.
- Assess the outcomes of external student satisfaction surveys and advise the First Deputy Vice-Chancellor of action to be taken as a result..
- Keep abreast of national policy developments as they relate to quality assurance and Learning and Teaching and advise the First Deputy Vice-Chancellor and others, as appropriate.
- Engage with national and international developments in academic development and learning and teaching innovation, quality excellence, assurance and enhancement, and develop appropriate relationships with other HE institutions and national bodies.

- Ensure that the academic infrastructure of the University and Senate Academic Development Committee in particular, advances the Learning and Teaching Strategy of the University.

### **3. Learning and Teaching and Research and Knowledge Exchange**

- Work closely with colleagues across the institution to ensure the Learning and Teaching strategic objectives of the University are achieved.
- Provide leadership and support to all areas of Learning and Teaching Development's work.
- Ensure with the First DVC and with the Dean of HSS that the University is well-prepared for optimal performance in the NSS and TEF.
- Enhance the University's use of online delivery and technology-enhanced teaching.
- Work productively with the Director of Research and Knowledge Exchange, Director of PGR students and other Directors/key colleagues across the institution to ensure that there is co-ordinated and effective action across the University relating to the student experience.

### **4. Other**

- Provide advice and guidance to staff (and students, where appropriate) on matters of academic regulations and policy and learning and teaching.
- Contribute to the teaching of the MA Learning and Teaching in Higher Education, as required.
- To undertake other duties as may be required, commensurate with the post.

It is anticipated that this job description will change over time in accordance with the needs of the role. The post holder will be fully consulted on any proposed amendments.

### **CONDITIONS OF SERVICE**

The appointment will be made at Management Scale points 10-16 currently £60,813 to £69,501 per annum and annual incremental progression within this range. Starting salary will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 37 per week, to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager.

The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 30 days per annum, plus Bank holidays and University discretionary days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

### **APPLICATION INFORMATION**

Applications should be made on line at [www.winchester.ac.uk](http://www.winchester.ac.uk). Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

## PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last two columns on the Person Specification (labelled A and I) indicate how each attribute is assessed.

A = application form and I = interview

| ATTRIBUTES   | ESSENTIAL | DESIRABLE | A | I |
|--|-----------|-----------|---|---|
| <b><u>EDUCATION/TRAINING</u></b>   |           |           |   |   |
| Good honours degree or equivalent  | X         |           | X |   |
| A doctorate  |           | X         | X |   |
| A relevant postgraduate or professional qualification                        | X         |           | X |   |
| Fellowship of the HEA  | X         |           | X |   |
| <b><u>EXPERIENCE</u></b>   |           |           |   |   |
| Experience at a senior level in HE   | X         |           | X | X |
| Experience in a senior role in relation to standards/quality assurance in HE | X         |           | X | X |
| Experience of developing, validating and delivering courses in HE            | X         |           | X | X |
| Experience of teaching in HE   |           | X         | X | X |
| Involvement in national and international aspects of quality assurance       |           | X         |   | X |
| Experience of managing staff   | X         |           | X | X |
| A proven commitment to aligning QA with L&T enhancement                      |           | X         | X | X |
| Experience of working with collaborative partners                            | X         |           |   | X |

| <b>ATTRIBUTES</b>   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> | <b>A</b> | <b>I</b> |
|---|------------------|------------------|----------|----------|
| <b><u>KNOWLEDGE</u></b>   |                  |                  |          |          |
| An excellent understanding of quality assurance and enhancement issues  | X                |                  | X        | X        |
| Strong awareness of national policy developments as they relate to QA and teaching, e.g. Office of Student's QA requirements, TEF | X                |                  | X        | X        |
| <b><u>SKILLS/ABILITIES</u></b>  |                  |                  |          |          |
| Excellent communication skills, both oral and written   | X                |                  | X        | X        |
| Proven ability to attain excellent results In NSS and TEF   | X                |                  |          | X        |
| Proven ability in negotiation and persuasion  | X                |                  |          | X        |
| Proven ability to influence peer senior managers and implement change across organisational boundaries                            | X                |                  |          | X        |
| <b><u>PERSONALITY</u></b>   |                  |                  |          |          |
| Ability to establish credibility and good working relationships with all stakeholders   | X                |                  |          | X        |
| Resilient   | X                |                  |          | X        |
| Flexible  | X                |                  |          | X        |
| Reliable  | X                |                  |          | X        |

## **FURTHER INFORMATION**

### **Health & Safety**

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. Copies of the University Safety Policy can be found on the University Intranet.

### **Sustainable Development**

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

### **Facilities**

Staff catering facilities are available.

**West Downs Day Nursery** - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

### **Our values**

We are a community committed to making a difference, passionate about seeing individuals and communities flourish. Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

### **Compassion**

Conscious of the kinship that exists between all life; we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

### **Individuals Matter**

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

## **Spirituality**

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

## **Mission Statement:**

'To educate, to advance knowledge and to serve the public good'

## **The University vision:**

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.