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**Job title:** Quality and Standards Advisor

**Post number:** AS5036

**Reports to:** Quality and Standards Manager

**Department:** Academic Services

**Location:** Moulsecoomb

**Grade: 6**

**Purpose of the role**

The Quality Services division is responsible for managing the University’s Quality Assurance and Enhancement (QAE) Framework which comprises policies and processes designed to secure the quality and standards of the University’s awards. The division is organised around two core areas of work: Curriculum Management and Academic Quality and Standards.

The role holder will be responsible for the operation and implementation of the QAE framework through the effective line management of the Quality and Standards Officers; the development of policy and processes; the provision of advice and guidance and acting as Officer and Secretary to committees and groups within the academic governance framework.

The role-holder will be expected to oversee the university’s policies and processes within one of the two core areas of work; to engage with relevant external bodies and internal teams and to monitor and evaluate quality assurance policies and processes, making recommendations for development where appropriate, to ensure quality and standards are met and maintained.

The post holder develops, applies and communicates policy and process within a defined area, across the wider university, resolving complex issues as they arise, within the QAE framework. The post holder exercises judgement to review processes and regulations using innovative and creative thinking where appropriate and manages queries that may fall outside the QAE framework, referring to the Quality and Standards Manager only where the resolution is not obvious.

The post holder will be responsible for prioritising and planning work activity for the year ahead, to ensure that QAE policy development and implementation and relevant targets are achieved.

**Line management responsibility for:** Quality and Standards Officer(s)

**Main areas of responsibility:**

* To manage the coordination, development and implementation of efficient quality assurance systems and processes within relevant policy, meeting high expectations of accuracy, deadlines and quality and ensuring individual contributions are maximised
* To provide specialist advice and guidance, ranging in levels of complexity, on the implementation and use of the University's quality assurance procedures and policies
* To act as Officer/Secretary to high level strategic university committees and panels, managing the business, providing effective information and overseeing resulting action
* To monitor and review the need for and then lead on, develop and deliver workshops and training sessions regarding relevant policies and processes to colleagues less experienced in this area
* To line manage relevant staff including allocating and prioritising work as appropriate and monitoring and managing individuals’ progress and performance and ensuring all aspects of the annual cycle are completed

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR.

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The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

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| **Essential criteria**  |  | **A, I, E** |
| **Knowledge** | * Ability to plan and prioritise a wide range of work activities, meeting conflicting work deadlines
* Ability to develop, interpret and apply regulations, policies and processes
* Good communication skills including the ability to communicate complex information both verbally and in writing, demonstrating sensitivity and diplomacy when communicating difficult information
* Ability to produce written communications to high standards of accuracy and clarity on academic and policy issues
* Ability to produce, analyse and report on complex data
* Able to work as part of a team, sharing good practice and developing effective professional relationships with colleagues
* A proactive and practical approach to problem-solving, demonstrating the ability to use initiative
 | **A, I, E** |
| **Qualifications** | * Educated to degree level or equivalent practical application of theoretical knowledge
 | **A** |
| **Experience** | * Significant work experience in administration, including experience in a Higher Education Institution and within Quality Assurance, developing and interpreting policies and processes
* Experience of undertaking work of an analytical nature
* Experience of using quality assurance processes
* Experience of committee servicing
 | **A, I** |
| **Managing people** | * Ability to manage staff effectively, including to conduct appraisals, train and induct new members of their team, together with an ability to motivate others and act as a role model
 | **A, I** |
| **Technical/work based skills** | * Good level of computer skills, including Microsoft Office, databases and on-line systems.
 | **A, I** |

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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: November/2022