

**NOTE:** *This job description does not form part of the contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time: job holders will be consulted over any proposed changes before implementation.*

**Job Title:** Quality Assurance Projects Officer

**Grade:** NG6

**Reports to:** Deputy Registrar (Quality and Standards)

**Purpose:**

The post holder is responsible for ensuring that the University complies with the quality elements of the Ofsted Education Inspection Framework and for developing our Quality Assurance Framework to meet those requirements. The post holder will also support wider projects within the Quality and Standards Office.

**Principal Accountabilities**

- 1 Manage the preparations for the quality element of Ofsted inspections, liaising with the Apprenticeship team and Course and Module leaders to ensure compliance with the requirements of the inspection framework. Providing expert advice and guidance to committees and senior colleagues on Ofsted readiness. Monitor and report on risk with respect to inspection readiness at all times.
- 2 Identify gaps within the available evidence mapped to the Ofsted inspection framework and develop action plans to address those gaps. Liaise with stakeholders across the University to ensure there is a full and readily available evidence base for Ofsted inspections. Provide expert training for colleagues on Ofsted requirements.
- 3 Develop and manage the quality assurance framework to ensure that compliance with Ofsted requirements is embedded within existing procedures for degree apprenticeships.
- 4 Provide expert, bespoke and specialised support to Degree Apprenticeship course teams during validation, re-validations and modifications to ensure Ofsted requirements are embedded and courses meet the University's requirements.
- 5 Develop and provide detailed briefings and papers for committees on compliance with the Ofsted framework for Degree Apprenticeship courses. Support the development and continuous updating of Self-Assessment Reports and Quality Improvement Plans.
- 6 Ensure quality data related to Degree Apprenticeships is understood by stakeholders and embed regular reporting within the committee business for quality and standards activities.

- 7 Contribute to the maintenance and accuracy of course and module records with respect to Degree Apprenticeships on the Student Record System following completion of formal course and module approval processes, and act as the point of contact for this information to other stakeholders.
- 8 Develop and maintain committee schedules, indices, and archives with respect to Degree Apprenticeship provision. Establish standard and corporate templates for documentation for use across the University.
- 9 Work with stakeholders across the institution with respect to Degree Apprenticeships and Ofsted inspections providing expert advice and guidance.
- 10 Lead discrete tasks or projects for the Quality and Standards Office linked to strategic quality enhancement initiatives for the University or for a particular College.
- 11 Contribute to the development of the Quality and Standards Office through active participation in continuous professional development and external networks to maintain knowledge and awareness of external benchmarks and good practice elsewhere.
- 12 Undertake any other such duties commensurate with the grade as may be assigned by the Deputy Registrar (Quality and Standards).

**Context:**

The Quality and Standards Office leads the development of the University's Quality Assurance Framework and the Academic Regulations and associated policies and strategies on behalf of Academic Council for taught course and research provision including that delivered by partner institutions on behalf of the University.

The University of Westminster has an established Quality Assurance Framework which is regularly reviewed and updated to ensure that it is fit for purpose to meet the needs of the University and the expectations of external professional statutory, regulatory and auditing bodies. The implementation of the QA Framework is supported by the quality and standards office working with key academic and professional support colleagues in the Colleges and other Professional Service departments to safeguard the quality and academic standards of the University's awards and deliver quality enhancements to the experience of all students on University of Westminster awards.

The office works closely with academic colleagues in Colleges and with Professional Support colleagues to ensure that there is understanding of the requirements of the University's quality assurance and regulatory framework and that there is an effective engagement and consistent implementation of the framework and the academic regulations.

Degree Apprenticeships are a key strategic priority for the University, with the number of courses set to grow alongside the number of apprentices in the next five years. As Ofsted is now responsible for regulating all apprenticeship provision, the types of apprenticeships offered by the University is likely to expand. Ofsted regulation will be a new type of regulation for the University.

The University requires all postholders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment,

together with their potential impact on both individual work and that of others.

## **Dimensions**

The post-holder is expected to travel between University sites on a regular basis.

The post-holder will be required to engage in occasional national travel as and when required.

The post-holder will be a Committee Secretary and may be expected to represent the Deputy Registrar, Quality and Standards on appropriate committees.

The post-holder holds no budgetary responsibilities

At certain busy times of the year (for example during enrolment, examination, assessment, graduation and course modification periods), it may be necessary for ARD colleagues to work outside normal working hours, including occasional weekends, and annual leave may be restricted during these times.

All ARD colleagues may be required to help support any ARD activity according to business need, whether that activity forms a core part of the role holder's job description.

## **Key Relationships**

Deputy Vice Chancellors

Heads of College

Heads of Schools

Associate Heads of Colleges

Course and Module Leaders

Apprenticeships team

Chairs of University Committees and Working Groups

Campus Registry Managers

Heads of Registry Operations

College Academic Administration Officers

**PERSON SPECIFICATION**

<b>Essential Criteria</b>	<b>Desirable</b>
Qualifications	
A good honours degree or demonstrable equivalent experience that demonstrates information research, analytical and interpretative ability.	Membership of the AUA or other relevant professional body
<b>Knowledge and Experience</b>	
<p>A strong track record in academic administration in Higher or Further Education.</p> <p>Detailed knowledge and understanding of current issues in the UK HE sector.</p> <p>Strong working knowledge of inspections for apprenticeships under the Ofsted framework.</p> <p>Experience of successfully devising and implementing quality assurance procedures at an institutional and local level.</p> <p>Proven experience of ensuring compliance with regulatory frameworks or equivalent.</p> <p>Experience of co-ordinating work effectively across multiple teams and senior colleagues throughout the organisation.</p> <p>Proven understanding in practice of the need for consistency in implementation of policy and procedure across the University.</p> <p>Successful experience of providing detailed advice on a range of regulatory matters including from external bodies.</p> <p>Experience presenting data and overview briefings, with the ability to capture concise, clear and relevant information in order to maximise audience engagement.</p> <p>Experience of working with committees, including servicing, maintaining and coordinating papers and presenting and briefing members</p> <p>Successful experience of managing projects and/or action plans, ensuring that key</p>	<p>Previous experience of inspections for apprenticeships under the Ofsted framework.</p> <p>Experience of data management on a Student Record System.</p>

<p>deadlines are met, and actions completed.</p>	
<p><b>Aptitude and Abilities</b></p>	
<p>Excellent communication and interpersonal skills.</p> <p>The ability to articulate complex issues in a manner which is clear and concise in a variety of formats.</p> <p>Ability to focus on significant issues and risks whilst being able to manage detail.</p> <p>Leadership skills and the ability to persuade, negotiate and motivate others.</p> <p>Ability to influence across the institution including senior colleagues.</p> <p>The ability to draft papers, policy, administrative procedures, regulations and published guidance.</p> <p>Attention to detail and the ability to organise a heavy workload, identify priorities, meet deadlines and work well under time constraints and other pressures.</p> <p>Excellent problem-solving skills.</p> <p>Ability to utilise digital technology to enhance and monitor apprenticeship provision.</p>	
<p><b>Personal attributes</b></p>	
<p>Political sensitivity, tact and diplomacy.</p> <p>Integrity, impartiality and a balanced approach to complex issues.</p> <p>The ability to work independently and as part of a team.</p> <p>The flexibility to adapt in an ever-changing sector.</p> <p>Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.</p>	

