

1. Advertisement

Post Title: Curriculum Manager

School/department: Division for the Student Experience/Academic Quality & Partnerships

Hours: Full time or part time hours considered up to a maximum of 1.0 FTE

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 8094

Salary: Starting at £34,304 to £40,927 per annum, pro rata if part time

Placed on: 06 April 2022.

Closing date: 24 May 2022.

Applications must be received by midnight of the closing date.

Expected interview date: TBC

Expected start date: As soon as possible

The University of Sussex is seeking to recruit an experienced Curriculum Manager. This exciting and varied post is based in the University's Academic Quality and Partnerships team, which brings together responsibility for curriculum development, quality assurance and enhancement and oversight of the University's collaborative partnership provision based in the United Kingdom and overseas.

The post holder will lead a portfolio of work relating to new course development, course change and periodic review. Working with academic colleagues, students and their representatives the Curriculum Manager will provide advice, guidance and policy development that supports the design and delivery of courses that seek to be of the highest quality and standards, employ the latest innovations in teaching, learning and assessment and provide students with the best possible experience. Simultaneously, the post holder will assure the alignment of the University's quality assurance processes with external regulatory requirements, managing risk as appropriate.

If you have proven track-record of quality assurance and enhancement in an HE setting, combined with an understanding of the external QA landscape and how these are applied to specified areas of work, together with a commitment to develop, innovate and enhance institutional policy in quality assurance and curriculum design this could be the role for you.

Please contact Denise Cooper, Associate Director, Academic Services
(D.S.Cooper@Sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The Division

The Division for the Student Experience provides a range of administrative, academic and

support services focused on improving the student experience, both directly to students and also to colleagues in Schools and Departments. Our services include:

- Academic quality and curriculum development and oversight of the University's UK collaborative provision
- Support to key University Committee's including the Education Committee
- Development of academic policy and procedures, including assessment regulations
- Student registration and ongoing maintenance of student records
- The management of student progress and assessment including the organisation of all formal examinations for UG, PGT and PGR students
- The management of student complaints and appeals and compliance with UKVI regulations related to students.
- Student engagement and enhancement including initiatives which form a key platform of our Access and Participation Plan
- Educational enhancement including technology enhanced learning and online distance learning
- Statutory data returns including HESA
- Student advice and guidance including disability, money and international students
- The provision of wellbeing and therapeutic support to students including those in our residences
- Careers, employability and entrepreneurship
- Timetabling of teaching and management of room bookings
- The University Chaplaincy
- The Sussex Regional ACCESS Centre

3. Job Description

Job Title:	Curriculum Manager
Grade:	7
School/Division:	Student Experience/Academic Services/AQP
Location:	Sussex House
Responsible to:	Head of Academic Quality & Partnerships
Direct reports:	N/A
Key contacts:	Directors of Teaching and Learning Senior Quality & Enhancement Officers (based in Schools) Other Academic and professional services staff in schools Chair's of University Committee's (as appropriate)

Role description:

Working in partnership with relevant academic colleagues Curriculum Managers have key responsibility for the management of course development and approval, periodic reviews, annual monitoring and academic standards in the Schools (or cluster of schools) for which they have designated responsibility. Key to the role is the provision of expert advice and

guidance on all aspects of the University's quality and assurance enhancement framework. The Curriculum Manager will ensure that the University's quality assurance and enhancement policies and procedures are executed in a proficient manner in order to assure that the quality and standards of the University's taught portfolio is maintained and that students receive the best possible student experience.

PRINCIPAL ACCOUNTABILITIES

- 1. To provide expert advice, guidance and direction on quality assurance and enhancement matters.**
- 2. To manage and implement academic policy, procedures and systems for assuring the quality and standards and ongoing enhancement of the University's awards.**
- 3. To act as Secretary to relevant University and School committees, task and finish groups and other such sub-committees, advising members on strategy, policy and procedure, undertaking research and writing reports as required.**
- 4. To undertake the role of Investigating Officer in matters of student and staff conduct and/or complaints.**
- 5. To be engaged with ongoing personal and professional development including active engagement with appropriate sector groups to ensure that the University adopts best practice and is well informed of relevant sector-wide practice and development.**
- 6. To undertake other projects as required from time to time commensurate with grade.**

KEY RESPONSIBILITIES

- 1. To provide expert advice, guidance and direction on quality assurance and enhancement matters.**
 - 1.1 Working with the Head of Academic Quality and Partnerships develop, implement and evaluate the University's quality assurance and enhancement framework, advising on national developments (including the OfS conditions of registration relating to quality and standards) innovations and opportunities for improvements in curriculum design, teaching, learning and assessment.
 - 1.2 To support the development and delivery of staff development and training relating to the University's quality assurance and enhancement processes, including working in partnership with the wider Directorate for Student Experience (DSE) and other professional service teams as directed by the Head of AQP or the Associate Directorate for Academic Services.
 - 1.3 To project manage specific initiatives as required.
 - 1.4 To contribute to the process of continual enhancement of the University's quality assurance processes to ensure that they are risk based and fit for purpose.
 - 1.5 To work in partnership with the DSE and other professional service colleagues to develop, implement and review systems to deliver an efficient, cost effective and

service-oriented infrastructure to support the administrative aspects of teaching, learning and assessment.

- 1.6 To draft responses to national consultations within discrete areas of responsibility.
- 1.7 Have responsibility for the production of relevant quality reports for UEC and Senate as directed by the Head of AQP.
- 1.8 Contribute to the annual review, update and publication of advice and guidance to the AQP website.
- 1.9 Liaise with staff in designated schools to ensure that staff are aware of changes and enhancements to the University's quality assurance processes in a timely and effective way.
- 2. To manage and implement academic policy, procedures and systems for assuring the quality and standards and ongoing enhancement of the University's awards.**
 - 2.1 Working in partnership with designated Schools and colleagues in Educational Enhancement to support preparations for course development and approval, annual monitoring, periodic and PSRB reviews and to make a significant and sustained contribution to the development of a strong service-oriented culture with a reputation for effectiveness and excellence in support of these areas.
 - 2.2 Working in partnership with the Associate Dean or the Director of Teaching and Learning and relevant professional services staff in designated schools to ensure the effective management of examination and assessment procedures.
 - 2.3 Provide expert advice and guidance to the application of University regulations at Progression and Award Boards
 - 2.4 Provide advice and guidance to Academic Misconduct panels and prepare outcome reports.
 - 2.5 Work in partnership with designated Schools to support the conduct of course development and approval, annual monitoring, periodic review, professional, statutory and regulatory body (PSRB) engagements and the operation of examination boards with responsibility for progression and awards.
 - 2.6 Manage the organisation of University validation and periodic review events in close liaison with the AQP Assistant.
 - 2.7 Working with school colleagues manage the coordination of external examiner nominations.
 - 2.8 Work with school based colleagues to ensure that curriculum data is updated and maintained on an annual basis.
 - 2.9 Work as part of a team of validation officers servicing validation and periodic review events, coordinating agenda, preparing reports and monitoring subsequent action.
 - 2.10 Be the institutional lead in respect of quality assurance and enhancement process for at least one of the following areas of activity:

- Research degrees
 - CMA compliance
 - Study Abroad
 - Work based learning
- 3 To act as Secretary to relevant University and School committees, task and finish groups and other such sub-committees, advising members on strategy, policy and procedure, undertaking research and writing reports as required.**
- 3.1 To act as secretary to relevant University Committees and any task and finish groups as required with responsibility for working closely with the Chairs to prepare agenda, reports, minutes, key outcomes papers, and monitoring all follow-up action.
- 3.2 To act as an effective communications conduit between Schools, the DSE and other professional services staff in matters relating to the University's quality assurance and enhancement framework through attendance at School Learning and Teaching Committees.
- 4 To undertake other projects as required from time to time commensurate with grade.**
- 4.1 Contribute to sectional responses to requests made under the Freedom of Information Act.
- 5. To be engaged with ongoing personal and professional development including active engagement with appropriate sector groups to ensure that the University adopts best practice and is well informed of relevant sector-wide practice and development.**
- 6. To undertake other projects as required from time to time commensurate with grade.**

This Job Description sets out current duties of the post. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- First degree or equivalent or relevant experience in higher education
- The ability to prioritise and make decisions while working across organisational boundaries in a complex organisation

- Diplomacy and persuasiveness and the ability to influence staff at all levels
- Excellent oral and written communication skills, the ability to write policy and strategy, good presentation skills and confident public speaker
- Ability to confidently defend a point when questioned by peers or colleagues
- Ability to respond positively and creatively under pressure
- The ability to identify, contribute to and implement procedural change
- Proven track record of managing complex processes and delivery on time
- High level interpersonal and communication skills with the ability to build and maintain effective collaborative and professional relationships with individuals at all levels

ESSENTIAL ROLE-SPECIFIC CRITERIA

- Extensive knowledge and understanding of current policy, both nationally and internationally as it applies to HE; along with a developed understanding of the regulatory environment.
- Successful experience of quality assurance and enhancement in HE including an understanding of external QA requirements and developments and how these are applied to specified areas of work
- Ability to innovate and/or develop institutional policy in quality assurance, the enhancement of learning, teaching and assessment and curricula delivery
- Specialist knowledge of quality assurance and enhancement in higher education gained in a similar role
- Demonstrable personal and professional development relevant to the role
- Demonstrable service orientation together with a 'client/customer' focus