UNIVERSITY OF SUSSEX

1. Advertisement

Ref: 1817

Academic Registry
Academic Development and Quality Enhancement Office (ADQE)
ADQE Administrative Officer (Partnership)
Permanent, Full Time

Salary range: starting at 24,565 and rising to 28,452 per annum. It is normal to appoint at the first point of the salary scale.

The Academic Development and Quality Enhancement Office provides professional administrative services across four areas of University business: curriculum development, quality enhancement, academic standards and academic partnership. Working closely with the Pro Vice-Chancellor (Teaching and Learning) and the Academic Registrar, the Office supports academic Schools, students and other stakeholders to ensure that teaching, learning and assessment are closely aligned with University policy and sector norms.

We are now seeking to appointment an ADQE Officer, who will hold a portfolio of duties relating to partnership. This exciting and diverse role provides an excellent entry point for those seeking to develop a career in higher education administration. The role includes providing support for the management of the University’s academic partnerships both in the UK and overseas. This will include overseeing the annual business cycle, correspondence, event management and support for curriculum development and quality processes. Full training will be provided.

The ADQE Officer will also undertake additional duties as appropriate to the role to support the overall operational effectiveness of the Academic Development and Quality Enhancement Office, including clerking validation events and periodic reviews and advising staff and students in relation to University policies and regulations.

Applicants should have experience in a similar role, preferably in a higher education environment. Familiarity in curriculum development and approval, quality enhancement, the quality assurance of collaborative provision, or academic standards would be a distinct advantage.

The Officer will report to the relevant ADQE Manager. Key working relationships include School Directors of Teaching, Learning and School Curriculum and Assessment Officers.

Closing date for applications: 21st March 2017

Interview date: Week commencing: 3rd April 2017

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity
2. **Senior leadership and management**

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. **Academic Registry**

Academic Registry provides a range of support services to students and to staff in Schools and Departments at Sussex and the department with primary responsibility for quality assurance and enhancement and the management for the students record from admission to award stage.

The University has ambitious plans for growth and is currently developing a new strategic plan for 2013-18. During this period we plan to extend the Sussex experience to a wider range of students at home and abroad, using technology, partnership and others mechanisms whilst ensuring the quality of the student experience and securing the Sussex brand.

Our services include:

- Central admissions service for undergraduate and postgraduate home/EU and international students, including UKBA matters.
- Management of student progress and assessment, including examination timetabling on and off campus.
- Central support and coordination for academic programme development and approval
- Development and management of quality assurance governing external partnerships at home and overseas.
- Development of academic policy and procedures, including assessment regulations, and oversight and evaluation of their implementation.
- Timetabling of teaching and management of room bookings
- HESA returns and the management of the relationship with the Student Loan Company and maintaining the student record.
- Development and implementation of quality enhancement to support teaching and learning and the student learning experience, including the use of technology on and off campus.
4. **Job Description**

**UNIVERSITY OF SUSSEX**

**Job Description for the post of:** Administrative Officer (Academic Development and Quality Enhancement)

**Department:** Academic Development and Quality Enhancement

**Section / Unit / School:** Academic Registry

**Location:** Sussex House

**Grade:** 5

**Responsible to:** Academic Development and Quality Enhancement Manager

The Academic Development and Enhancement Office (ADQE) combines responsibilities for quality assurance, quality enhancement and the management of partnerships at home and overseas into a single co-ordinated service to support staff and students.

The ADQE Officers support the work of the relevant ADQE Manager. Each ADQE Manager is responsible for a prescribed area of academic policy and procedure and leads developments in their designated area under the leadership of the Head of the Academic Development and Quality Enhancement Office. The role of the Officer is to undertake research and prepare early drafts of policy or procedure as directed. They also provide administrative support for curriculum development and approval events and quality assurance activity in Academic Schools. The Officers are also responsible for maintaining and improving office systems in support of their territorial responsibilities.

The ADQE Managers are assigned a cognate groups of School's and work in partnership with the School Director of Teaching and Learning providing advice and support innovation in curriculum development, assure alignment of School quality assurance arrangements with institutional requirements, and to undertake other projects and tasks in keeping with the role. Each ADQE Officer works in support of the relevant manager in this context and will undertake additional duties as appropriate to the role to support the overall operational effectiveness of the Academic Development and Quality Enhancement Office.

Applicants should have experience in a similar role, preferably in a higher education environment. Familiarity in curriculum development and approval, quality enhancement, the quality assurance of collaborative provision, or academic standards would be a distinct advantage.

Each Officer will report to the relevant ADQE Manager. Key working relationships include School Directors of Teaching, Learning and School Curriculum and Assessment Officers.
5. **Person Specification**

**Job Purpose:**

To support the operation, management and development of the quality assurance and enhancement functions, policy and procedures in the Academic Development and Quality Enhancement Office and to provide professional administrative support and advice to Schools of Study on the application of policies and procedures in course development and review, assessment, and related quality matters.

**Key Duties and Responsibilities**

1. To support the Academic Development Quality and Enhancement (ADQE) Manager in the development of quality assurance policy and procedures in designated areas of responsibility.

2. To support the ADQE Manager and the School Directors of Teaching and Learning and administrative staff in implementing academic policy, procedures and systems in particular to support the conduct of annual monitoring, course development and approval, School Periodic and PSBS Reviews, and the School Progress and Award Board.

3. To work collaboratively as part of the wider team of Administrative Officers as required to develop office systems and business processes to support the work of the Office.

4. To undertake research and analysis and draft reports as required.

5. To undertake other projects as required from time-to-time.

1. To support the Academic Development and Quality Enhancement Manager in the development of quality assurance policy and procedures in designated areas of responsibility.

1.1 To support the ADQE Manager in their role concerning the development of policy and procedures to meet internal and external stakeholder requirements in designated areas of responsibility.

1.2 To support the delivery of the University's quality assurance and enhancement objectives, as directed by the ADQE Manager.

1.3 To project manage specific initiatives as required.

1.4 To work in partnership with departmental colleagues, members of the wider Academic Registry and Professional Services teams as required.

2 To support the ADQE Manager and the School Directors of Teaching and Learning and administrative staff in implementing academic policy, procedures and systems in particular to support the conduct of annual monitoring, course development and approval, School Periodic and PSBS Reviews, and the School Progress and Award Board.

2.1 To support the ADQE Manager and Directors of Teaching and Learning in designated Schools in their preparations for annual monitoring, course development and approval, School Periodic and PSBS Reviews, and the School Progress and Award Board providing an efficient service-oriented approach.

2.2 To ensure the delivery of effective administrative support to Schools in the management of review and course approval events and to act as clerk to review and validation panels, taking minutes and writing reports.

2.3 To ensure that actions arising from review and validation events are managed effectively and accurately recorded in the University’s business information systems as required, and to work with the Student Records Office to ensure accurate course information is maintained.
2.5 To support the ADQE Manager in case work; designated areas of policy and regulatory development; activities and projects as required.

3 To work collaboratively as part of the wider team of Administrative Officers as required to develop office systems and business processes to support the work of the Office.

3.1 To work as directed to establish and maintain information on the internal and external University’s website to meet stakeholder requirements; ensuring information is accurate, concise and provided in a timely manner to comply with institutional standards of publication and to meet QAA requirements.

3.2 To ensure information on School websites is accurate with respect to quality assurance and enhancement policy and procedures and to advise the ADQE Managers; the Head of the Academic Development and Enhancement Office and School Administrators on the maintenance of School-level information in this area.

3.3 To manage information and business systems in support of the work of the Office; to improve service delivery to colleagues in Schools and other Professional Services and to lead developments and improvements in these areas as required.

4 To undertake research and analysis and to draft reports as required.

4.1 To undertake research and analysis as directed to support the work of the Office.

4.2 To support the ADQE Manager and the Head of the ADQE Office by making early drafts of research findings, revised and new policies and procedures.

4.3 To take personal responsibility for continuing professional development and to ensure appropriate engagement in national networks as required.

5 To undertake other projects as required from time-to-time.

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<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Ability to take the initiative and be pro-active</td>
<td>X</td>
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<td>Ability to prioritise tasks and meet deadlines.</td>
<td>X</td>
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<td>Excellent interpersonal and customer service skills, diplomacy and persuasiveness.</td>
<td>X</td>
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<tr>
<td>Excellent oral and written communication skills, the ability to write to a high standard of accuracy and detail.</td>
<td>X</td>
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<td>Ability to confidently express points to peers and members of School management</td>
<td>X</td>
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<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>A graduate; equivalent qualification or experience</td>
<td>X</td>
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<tr>
<td>A good understanding of current policy and climate in HE both nationally and internationally; along with an understanding of the regulatory issues and current challenges relevant to HE.</td>
<td>X</td>
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### Experience

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<th>Experience</th>
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<th>Desirable</th>
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<tr>
<td>Demonstrable experience in a quality assurance and/or enhancement role in a higher education environment.</td>
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<td>Experience of developing systems and business processes to improve service delivery.</td>
<td>X</td>
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<td>Good IT skills or willingness to develop skills in this area.</td>
<td>X</td>
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<td>Knowledge of curriculum design and development.</td>
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### Personal Attributes

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Demonstrable commitment to personal and professional development relevant to the role.</td>
<td>X</td>
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<td>Demonstrable service orientation together with a “client/customer” focus.</td>
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<tr>
<td>Commitment to learn new skills and to keep abreast developments in the sector relevant to the post.</td>
<td>X</td>
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<tr>
<td>Good interpersonal and communication skills with the ability to build and maintain effective collaborative professional relationships with individuals at all levels.</td>
<td>X</td>
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