



Candidate Information

Position: Educational Governance Officer
School/Department: Academic Affairs
Reference: 22/110555
Closing Date: Monday 23 January 2023
Salary: £35,333 - £42,155 per annum.
Anticipated Interview Date: Friday 10 February 2023

JOB PURPOSE:

To provide professional support for the educational governance and enhancement of new and existing University programmes and the management of Periodic School Reviews and Honorary Titles Committee and related processes within the Educational Partnerships and Governance Team in Academic Affairs.

MAJOR DUTIES:

1. Provide professional and specialist support on a range of programme management and enhancement activities, which include:
 - Advise on and support the University's current programme approval, review and professional accreditation processes.
 - The management of the University's Periodic School Review process.
 - The management of the University's Honorary Titles and Visiting Titles processes.
 - Undertaking the Secretary role to the University's Honorary Titles Committee.
2. Provide authoritative advice, guidance and training on relevant policies, procedures and processes to University staff, Students' Union sabbatical officers, students, and external stakeholders.
3. Under the direction of the Head of Educational Governance and Partnerships, develop and implement innovative process and digital solutions to ensure effective and efficient delivery of the Educational Governance and Partnerships Team function and associated services.
4. Consult and liaise with Schools, Faculties, Directorates, Students' Union and external organisations, as required, in the management of individual cases/queries or the development of service procedures.
5. Prepare papers for committees and working groups as required, draft minutes of meetings and follow up on actions arising from meetings.
6. Collate data and monitor trends to provide analysis of management and statistical information to University staff and committees as required.
7. Contribute to the annual review of all related policies, procedures, information, guidance and training made available to staff and students with regard to the Educational Governance and Partnerships team function.
8. Ensure the availability of effective, up-to-date information for staff, students and external stakeholders, including information on the Academic Affairs website.
9. Adhere to standard office protocols in relation to confidentiality, data management and protection, record retention, case recording and record disposal.
10. Provide line management support to clerical support staff within the Educational Governance and Partnerships Team.
11. On occasion, other duties which are not included above, but which will be consistent with the role and the overall functions of the Department and the Directorate.

ESSENTIAL CRITERIA:

1. A primary or higher degree, or equivalent plus a minimum of 3 years recent relevant experience of administering quality assurance in relation to educational governance, programme management and enhancement matters; OR; Substantial relevant professional experience working in a comparable role.

2. Relevant experience to include:
Reviewing, enhancing and implementing administrative procedures and practices relating to quality assurance in educational governance and programme management.
3. Relevant experience to include:
Servicing committees.
4. Relevant experience to include:
Providing professional advice and support to key internal and external stakeholders.
5. Relevant experience to include:
Supervision of staff.
6. Advanced IT skills including experience of Microsoft Office software applications.
7. Knowledge and understanding of the policy and practices relevant to the role, which may include broader University/sector awareness of quality assurance in relation to educational governance and programme management.
8. Ability to communicate effectively with internal and external stakeholders.
9. Ability to prioritise, plan, and manage own workload, and that of others, producing work to exceptional levels of accuracy within the required timeframes.
10. Responsive to change and adaptable to new challenges, demonstrating strong problem solving and project management skills.
11. Willing to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. Experience and knowledge of working in an administration function in Higher Education including management/support of external quality assurance audits.