

Candidate Information

Position: Quality Assurance and Regulations Manager
School/Department: Academic Schools and Administrative Departments
Reference: 26/113156
Closing Date: Monday 2 March 2026
Salary: £51,016 - £66,501 per annum.
Anticipated Interview Date: Tuesday 24 March 2026

JOB PURPOSE:

To lead a professional and specialist team in relation to the development, management and oversight of all aspects of quality assurance and regulations including the Academic Regulations, Programme Approval and Review, the External Examiner process, and Programme Quality Projects.

MAJOR DUTIES:

1. Using specialist and professional expertise, lead on, and have oversight of, the development, management and enhancement of the University's quality assurance approaches across all aspects of programme approval and review. This includes approval of new programmes and changes to existing programmes, programme quality review and enhancement activities, and programme quality projects that support the Education and Skills Strategy's ambition to enable flexible, future ready educational pathways and programmes.
2. Lead on, and have oversight of, the planning, design, development and implementation of refined Academic Regulations for Undergraduate and for Postgraduate Taught Programmes and associated guidance, procedures and training. This will be informed by sectoral changes and requirements, and the implications of flexible, future ready provision and assessment approaches and technological enhancements.
3. Have oversight of the University's external examiner process, including University appointments, responses to University-level risks, and implementation of good practice to support programme enhancement. Ensure maintenance of appropriate standards in line with national codes of practice requirements and standards.
4. Provide professional and specialist advice and guidance on the academic regulations and quality assurance processes, taking lead responsibility for complex and high-impact matters requiring expert judgement. Use innovative solutions to ensure a robust and consistent University-wide application of these frameworks.
5. Keep abreast of, lead the response to, and manage change as a result of developments in the fields of regulatory and quality assurance including providing advice on changes and developments where appropriate, in order to address University, regional and national requirements and guidelines.
6. Report to, actively engage with, and influence the relevant University academic governance committees (particularly the Education Committee (Quality and Standards) and Faculty equivalents), in the development of strategy, policy, procedures and practice regarding quality assurance and regulations.
7. Lead a team of staff to successfully deliver the regulatory and quality assurance requirements of the University, and delegate work activities to deliver specific objectives ensuring agreed strategy, policies and business plans are implemented.
8. Identify additional service requirements or service shortfalls and co-ordinate and/or design the delivery of innovative solutions to maximise service quality, efficiency and continuity.
9. Analyse and interpret information and data, and progress reports and provide advice to senior management on regulatory and quality assurance matters.
10. Working collaboratively with colleagues in Academic Affairs, Academic Services and Schools/Institutes, influence, and provide ongoing advice and guidance on, the development and implementation of regulatory and quality assurance policy and procedures.
11. Carry out any other duties as may be required to support the work of Academic Affairs.

ESSENTIAL CRITERIA:

1. A primary or higher degree, or equivalent OR; Substantial relevant experience demonstrating professional management ability in an academic Quality Assurance or similar role.
2. Significant (minimum of 4 years') relevant broad management/ professional experience in an academic Quality Assurance or similar role to include:
 - Authoring institutional Regulations or complex rules, policies and procedures.
 - Developing and managing institution-wide quality assurance and enhancement mechanisms, e.g. review mechanisms.
 - Formally reviewing, revising, implementing, and advising on regulations, rules, policies and procedures.
 - Authoring formal reports and papers, including the analysis of issues and recommendations for action.
 - Line management of staff.
3. Advanced IT skills including experience of Microsoft Office software applications.
4. Demonstrable relevant knowledge and understanding of the rapidly changing operation and culture of higher education.
5. Ability to communicate effectively with internal and external stakeholders.
6. Evidence of positive negotiation and influencing skills.
7. Well-developed analytical and problem-solving ability.
8. Ability to prioritise and schedule workload in the face of conflicting demands.
9. Willing to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. A postgraduate degree or professional qualification.
2. Experience and knowledge of working in a professional services function in Higher Education.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Jenny Brown - jenny.brown@qub.ac.uk.