

JOB DESCRIPTION

Job Title: Quality Manager (Apprenticeships)
Ref no: AQS8
School/Service: Academic Quality Service
Grade: 7
Starting Salary: £ 38,206- £43887 per annum including outer London weightin
Period: Permanent

Reporting to: Quality Enhancement Manager

Overall Purpose: To lead on the operation, development, maintenance and monitoring of the University's quality systems for apprenticeships.

To ensure that the University has systems and arrangements in place in readiness for external review eg by OFSTED.

Principal Duties:

- Develop, enhance, maintain and review University quality policy and procedures relating to apprenticeships, making recommendations to ensure that Middlesex process is in line with regulatory requirements (QAA and OFSTED) and represents best practice;
- Provide specific expertise, advice and guidance to the University and faculty staff on apprenticeship quality processes and requirements;
- Ensure that the guiding principles of the QAA Quality Code on work-based learning are implemented and that evidence trails could be provided to demonstrate the provisions of the code;
- Develop institutional performance indicators for OFSTED provision, identifying enhancement indicators and mechanisms in collaboration with apprenticeship delivery teams;
- Prepare, maintain and own the University's apprenticeship Quality Plan and prepare self-assessment reports;
- Support in preparations for OFSTED visits;
- Develop staff development materials and deliver training and development for managers and those involved in apprenticeship delivery to ensure understanding of apprenticeship quality requirements;
- Provide guidance documents to staff, identifying gaps in guidance and ensuring that processes and guidance are in place to manage the gaps;
- Lead the development of monitoring and evaluation mechanisms, in collaboration with faculty staff and the University Centre for Apprenticeships, to ensure, inter alia, that:
 - Formal agreements are in place as required;
 - Students have access to relevant and accurate information;
 - Advice and guidance in in place for students and employers;
 - Employers are appropriately supported;
 - Student and employer feedback systems are in place;
 - Monitoring and evaluation mechanisms are in place for students and employers;

- Ensure that the University's annual monitoring processes are appropriately implemented for apprenticeship provision, and that outcomes and actions are visible;
- Contribute to the report to University committees on matters relating to apprenticeship quality and preparations for OFSTED, including the outcomes and actions arising from inspection, and manage the completion of any University-wide recommendations arising from reporting;
- Officer as necessary apprenticeship validation and review events;
- Undertake other duties that may be required by the Quality Enhancement Manager.

Hours: 35.5 hours per week, actual daily hours by arrangement

Annual Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

PERSON SPECIFICATION

Job Title: Quality Enhancement Manager (Apprenticeships)

The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test.

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

SELECTION CRITERIA

Essential Requirements:

Education / Qualifications; Experience; Knowledge; Skills

1. An honours degree or equivalent (S)
2. Ability to manage the implementation of academic quality procedures within an HE institution or in delivery of higher apprenticeships (S), (I)
3. Experience of working independently in a quality assurance or equivalent apprenticeship environment (S), (I)
4. Experience of operating academic quality procedures across multiple areas of operation e.g. in a multi faculty/school environment (S), (I)
5. Knowledge of the QAA quality code and other regulatory requirements on apprenticeships (S), (I)
6. Specific knowledge of the requirements of OFSTED inspection (S), (I)
7. Ability to implement and manage quality procedures (S), (I)
8. Ability to present information to groups of staff in a clear and authoritative way (S), (I)

9. Ability to work as part of a small team (I)
10. Ability to write and present institutional level reports (T)
11. Excellent organisational abilities (I)
12. Excellent IT skills, including Microsoft Office at an advanced level and ability to manipulate databases and analyse management information (T)
13. A commitment to the University's Equality and Diversity policy and its practical implications (S) & (I).

Desirable:

1. Experience of working with collaborative or employer partnerships

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

Closing date for applications-see job advertisement

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Nicola Johnson on (020) 8411 6078.