

JOB DESCRIPTION



Job Title:	Quality Enhancement Officer
Job Ref:	AQS10-R2
Service:	Academic Quality Service
Campus:	Hendon
Salary	£32,407 to £37,165 per annum including outer London weighting
Grade:	6
Period:	Permanent
Reporting to:	Quality Enhancement Manager or Deputy Head of Academic Quality
Reporting to Job Holder:	None

Overall Purpose:

The post holder will provide day-to-day support for the operation of quality assurance and enhancement activity with one or more of the University's academic Faculties or Schools, and for University wide initiatives.

Principal Duties:

1. Act as a Business Partner with one or more University Faculty or School, under the guidance of a line manager, to help support and implement quality procedures at Faculty/School level.
2. Provide support, advice, information and guidance to University Faculties/Schools and Professional Services as required, particularly in relation to:
 - a) In-house and collaborative programme validation and review processes
 - b) Supporting collaborative partners in meeting the expectations of the University's quality systems
 - c) Programme and module changes
3. Manage and Officer a number of in-house and/or collaborative validation and review events, from initial planning through to completion of process, including report writing
4. Maintain accurate records of information relating to your Faculty/School, to inform the wider University community, and in line with QAA (Quality Assurance Agency for Higher Education) and the and CMA (Competition and Markets Authority) requirements
5. Undertake collaborative site visits as appropriate
6. Service one or more Faculty/School committee(s) whose main work concerns quality assurance and enhancement

7. Support the process for any audits of institutional practice in any of the University's quality systems as required
8. Support and contribute to projects which enhance the work of the Academic Quality Service
9. Provide support for the University or its collaborative partners in its preparations for any external audits as required.
10. The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
11. The post-holder will actively follow Middlesex University policies including Equality & Diversity policies.
11. To provide assistance to other members of the team at peak workload times and ensure cover during the absence of team members.

Hours: 35.5 hours per week 52 weeks of the year, actual daily hours by arrangement

PERSON SPECIFICATION

Job Title: Quality Enhancement Officer

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 - Education, Qualifications, Experience, Knowledge, Skills & Aptitude

Essential Requirements:

1. Educated to degree level or equivalent work experience (S)
2. Demonstrable administrative experience in a busy office with a flexible approach to work (S & I)
3. Proven ability to organise and prioritise work demands to meet deadlines with a minimum of supervision (S & I)
4. Proven ability to work proactively, without supervision and to take independent action and decisions (S & I)
5. Experience of monitoring the implementation of policies and proposing improvements (S & I)

6. Experience of working effectively as part of a team (S & I)
7. Knowledge of quality systems as applied to UK Higher Education, preferably through experience of working in an HE institution or similar (S & I)
8. A commitment to the University's Equality and Diversity policy and its practical implications (S) & (I).
9. Excellent minute taking and report writing skills (I & T)
10. Ability to communicate and network expertly at all levels, both orally and in writing (S & I & T)
11. Ability to work with and interpret complex policies and procedures for a variety of audiences (S & I)
12. Excellent IT skills with an advanced knowledge of Microsoft Office (S & T)
13. Ability to work proficiently and effectively as a Business Partner across a variety of University Faculties, Schools and Professional Services (I)
14. Proven ability to work accurately, precisely and with a great attention to detail (S & T)

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.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders.

Information on public transport to Hendon can be found here:

http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

The post-holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations

Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.

If you wish to apply for this post please complete an application form found here:

<http://www.mdx.ac.uk/jobs>

Closing date for receipt of applications: see job advertisement

Interview date: see job advertisement

What Happens Next ?

If you wish to discuss the job in further detail please contact Nicola Johnson, Deputy Head, Academic Quality 020 8411 6078 or by email on n.johnson@mdx.ac.uk or Alison

Coates, Quality Enhancement Manager, 020 8411 4710 or by email
on a.coates@mdx.ac.uk