

JOB DESCRIPTION

Job Title:	Faculty Accreditation Manager
Ref no:	BUS255
Campus:	Hendon
Faculty/Service:	Faculty of Business and Law
Grade:	Grade 8
Starting Salary:	£45,830 per annum inclusive rising to £52,692 incrementally each year.
Hours:	35.5 hours per week, actual daily hours by arrangement
Period:	Permanent
Reporting to:	Academic Dean
Reporting to Job Holder:	Faculty Accreditation Officer(s)

Overall Purpose

Reporting to the Academic Dean, the post holder is responsible for providing strategic and operational leadership through the successful delivery of accreditation activities across the Faculty of Business and Law. The post-holder will work both independently and collaboratively to play a key role in implementing strategic Faculty objectives by leading, managing and coordinating its accreditation projects.

Collaborating effectively with professional bodies and working closely with academic and professional service staff across the University, the Accreditation Manager will build the current portfolio of accreditations across the programmes and will oversee and ensure the effective delivery of all activities in relation to future accreditation processes. They will take particular responsibility for leading and coordinating the Faculty's plans to obtain 'triple crown' accreditation in terms of AACSB, AMBA and EQUIS.

The post-holder will be responsible for managing and delivering submissions to accrediting bodies as well as coordinating the submission of reports, statistics and relevant evidence required for maintaining accurate accrediting body records. They will ensure effective communications with accrediting bodies and oversee the overall organisation of accreditation requirements such as data, mapping, reviews, events and promotion.

The post holder will have line management responsibility for the Accreditations Officer(s) and will lead the delivery of a high quality, responsive and professional service to professional bodies, university colleagues and external stakeholders.

Principal Duties

Strategic leadership

- Support and contribute to the planning and delivery of the Faculty strategy for accreditations and to lead the implementation of the strategy.
- Act as point of expertise on matters relating to accreditation from accrediting bodies, Faculty teams and externals.
- Design accreditation guidance and policies, and deliver training and advice on accreditation standards, policies and requirements.
- Provide reports and briefings to key Faculty committees regarding accreditation status, applications and maintenance progress and requirements, with clearly defined roles, responsibilities and procedures.
- Develop a plan for meeting accreditation objectives and ensure that processes are in place to meet submission deadlines.
- Represent the Faculty at accreditation related committees, conferences and networking events.

- Provide advice and guidance on the management of courses to ensure accreditation requirements are fully considered.
- Create an inclusive environment for identifying opportunities for continuous improvement and work to remove barriers that inhibit progress.
- To keep up to date with national and international developments in relation to accreditation to inform best practice.
- Provide data and methodology for overall faculty subject rankings.

Project coordination and data management

- Project manage accreditation administration and plans, monitor progress and deadlines through clear communication and guidance.
- Create effective systems and processes for gathering, analyzing and reporting data required for accreditation.
- Prepare and manage draft submission documents for collaborative input and review, coordinating feedback and follow up actions.
- Liaise with accrediting bodies to organize accreditation visits and events.

Line management

- Lead, manage, motivate, appraise and develop Accreditation Officer(s) ensuring effective team working in a professional environment.
- Lead and manage all aspects of staff recruitment, selection and induction, consistent with the University's policies and values.

PERSON SPECIFICATION

Job Title: Faculty Accreditation Manager

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

SELECTION CRITERIA

Education/Qualifications

Essential

- A degree or equivalent and/or equivalent substantial work experience in HE.

Experience

Essential

- Experience of accreditations support, validation or quality enhancement work, ideally within a higher education context.
- Experience of managing multiple high quality projects to a clear and successful conclusion.
- Experience of presenting complex information to a variety of audiences to facilitate understanding and engagement.
- Demonstrable experience of influencing, networking and collaborative working.
- Experience of effectively leading and managing people and in challenging and inspiring teams to achieve objectives and improve working practices.
- Experience of the development and implementation of policies and/or procedures
- Experience and understanding of AACSB, AMBA and EQUIS accreditations and their processes.

Knowledge

Essential:

- Knowledge and experience of compliance and regulatory framework requirements.
- Knowledge and understanding accreditations and professional body memberships, preferably in Business and Law.

- Demonstrable experience of developing successful working relationships with internal and external stakeholders.

Skills

Essential:

- Proven high level administrative skills and ability to use initiative, work creatively and able to work unsupervised to manage multiple deadlines.
- Excellent communication skills, with the ability to influence, persuade and advise others on technical concepts, regulations and procedures. In particular, ability to write formal documents in appropriate style for a range of stakeholders.
- Proven project management skills including identifying contingencies, managing risks, problem solving, time and resource management, communication and project evaluation.
- High standards of accuracy and meticulous attention to detail, including the ability to check and interpret large amounts of data
- Ability to analyse, interpret, summarise and compare data and draw effective conclusions.
- Proven IT skills, including high level competence in University databases and MSOffice software.

Equality Diversity and Inclusion

Essential:

Demonstrable commitment to fairness and the principles of equality and inclusion.

M U Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

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.

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.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

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 Professor Fatima Annan-Diab at f.annan-diab@mdx.ac.uk