

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	College Director of Academic Quality and Standards				
DEPARTMENT	College of Social Science				
LOCATION	Brayford				
JOB NUMBER	CSS510	GRADE	Grade 10	DATE	January 2020
REPORTS TO	PVC / Head of College of Social Science				

CONTEXT

The University of Lincoln is an ambitious institution with high aspirations and a rapidly improving profile. To achieve our ambitions, we are actively working to combine outstanding research with research-engaged teaching and learning and direct engagement with our wider community.

The College of Social Science comprises 6 Schools: Education, Health and Social Care, Law, Psychology, Social and Political Sciences, and Sport and Exercise Science. In addition to u/g and PGT degrees, the College also has a broad portfolio of professional programmes and short-courses. We have the ambition to deliver graduates with the skills and attributes to make a positive contribution to society, both locally and globally. We must do this within robust frameworks and processes that assure the quality and equitability of all our education, aiming to ensure equality of outcomes and opportunities for all our students.

The post-holder will work closely with the College Director of Education in achieving these goals.

JOB PURPOSE

The Director will contribute to the College achieving its strategic objectives by leading and taking responsibility for core activities related to quality and academic development of all programmes within the College. This includes safeguarding the University's reputation and external profile, through the management, oversight and operation of institutional quality approval, monitoring and review processes, external reviews (OfS, QAA), and stakeholder management (collaborative and cooperative academic partners and Professional, Statutory and Regulatory Bodies).

The Director will oversee operational implementation of key academic functions in the College, ensuring adherence to agreed institutional processes and regulations in all schools and units. They will work closely with the DoE in leading and managing enhancement activities and ensuring positive learning experiences and outcomes for our students.

The Director will also take a key lead in managing and overseeing the development of our future portfolio, ensuring it responds rapidly to the evolving needs of society

In addition to leading areas of agreed responsibility the Director will engage in teaching and/or relevant research in a suitable discipline within the School.

KEY RESPONSIBILITIES

Programme Enhancement and Academic Development

- Continually review and advise on the development of procedures that enhance the efficacy and efficiency of quality assurance processes within the College, in partnership with the Office of Quality, Standards and Partnerships (OQSP)
- Manage adherence to all institutional processes and regulations within the College, with specific focus on ensuring that institutional quality assurance protocols are demonstrably fulfilled, to provide an audit trail for any external scrutiny and to minimise reputational risk to the institution.
- Maintain a strategic view of the College programme portfolio, working with CDoE and School leadership groups to ensure innovation and relevance to the needs of employers and students, preparing graduates for an uncertain future.
- Accountable for the quality of proposals for new University programmes and academic partnerships that are presented to be considered and approved in compliance with the institutional governing processes.
- Work with CDoE and Schools to develop innovative methods of teaching across discipline boundaries to prepare students to address global challenges.
- Support colleagues in the development and delivery of educational contracts to be robust and quality assured.
- Support the development and delivery of international and UK partner programmes, with specific focus on ensuring that institutional quality assurance protocols are demonstrably fulfilled, to provide an audit trail for any external scrutiny and to minimise reputational risk to the institution.
- Support the development of good quality apprenticeship programmes, aligned to national Apprenticeship Standards and Assessment Plans to help protect the University's status as an approved Apprenticeship Training Provider

Academic Management

- Chair and/or contribute to relevant Committees and meetings within areas of delegated responsibility, including leadership of an effective College Academic Affairs Committee.
- Contribute to the development of, and co-deliver the implementation of, a clear vision and strategy for the College
- Work closely with Planning and Business Intelligence to understand, interpret and respond to metrics affecting the College
- Ensure all schools understand and adhere to institutional University processes and regulations relating to quality assurance
- Develop and lead initiatives to deliver improved school T&L performance
- Offer advice and support to colleagues on student contention issues

Quality Assurance and Enhancement

- Manage all quality assurance procedures throughout the College, as set out by the University Regulations, Policies and all sections of the Quality Assurance Manual

- Oversight of all College academic programme approval and review events, including validation, revalidation and Periodic Academic Review. Working with OQSP to ensure delegated QA processes are effectively driven through all academic Schools.
- Awareness of developments in the Higher Education sector, both nationally and internationally, in relation to the maintenance and enhancement of academic quality and standards
- Oversight of College External Examiners processes including drafting responses in consultation with the relevant Academic Lead and Programme Leaders, and ensuring swift resolution of any issues and that feedback from Examiners is used to improve quality assurance and enhancement systems.
- Provide support for the PVC around student complaints management and advice to colleagues
- Ensure examination and assessment activity is conducted effectively and according to University policies, including the Assessment Framework, allowing complete assurance of outcomes
- Ensure all College academic programmes, delivered on or off-campus, produce reflective annual monitoring reports and associated action plans which meet institutional requirements and that these, and overarching reports by Heads of Schools, are assessed and presented for approval to College Academic Affairs Committee.
- Oversight of Programme Enhancement Plans, the NSS and PTES action plans, in addition to the Annual Monitoring Reports, including identifying areas of good practice, areas of vulnerability, developing interventions and monitoring success against targets
- Enhancement of the student learning experience informed by ongoing review and evaluation of information from a range of sources

Accreditations

- Support colleagues in Schools to review, maintain or obtain accreditation appropriate to their discipline.
- Through College Academic Affairs Committee, management of all written submissions for PSRB accreditation and responses/actions to subsequent PSRB visits.

Teaching and Research

- Engage in teaching on undergraduate and/or postgraduate level programmes as determined by the Head of College. The range of teaching duties may change from time to time. Undertake research in an appropriate subject area, including where appropriate, research publications and (as a secondary priority) external research income generation.

- **In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

ADDITIONAL INFORMATION

This role is appropriate for someone with significant experience of the UK HE sector.

Key working relationships/networks

Internal	External
<p>PVC, Head of College DVC, Student Development and Engagement College Director of Education Heads of Schools Academic Staff in the College (Professors, Associate Professors, SLs and Ls) Student Representatives Members of the College Management Team College Administrators College Technical teams Director of Quality, Enhancement and Standards Director of the International Office</p> <p>Key internal professional support services such as, QQSP, Research and Enterprise, HR, Registry, Estates, Admissions, Secretariat, Marketing and Student Services.</p>	<p>External examiners Research Councils and other research-funding bodies Accrediting bodies and relevant learned societies Overseas partner institutions Local research and teaching partners and stakeholders Relevant local, regional, national and international organisations and statutory bodies, such as but not limited to employers, local authorities and health trusts</p>



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	College Director of Academic Quality and Standards	JOB NUMBER	CS510
------------------	--	-------------------	-------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
<ul style="list-style-type: none"> First degree or equivalent 	E	A
<ul style="list-style-type: none"> PhD in relevant discipline OR equivalent recognised standing in and contribution to a professional discipline as appropriate to School. 	E	A
<ul style="list-style-type: none"> HE Teaching qualification or recognition (HEA or NTF) 	E	A
Experience:		
<ul style="list-style-type: none"> Experience of developing, leading and managing initiatives which contribute towards delivering improvements against key targets, in at least one of the following areas: <ul style="list-style-type: none"> Teaching and learning Student experience Post graduate studies International recruitment Research and scholarship Employability External income generation Marketing, external relations and recruitment 	E	I
<ul style="list-style-type: none"> Broad teaching experience at undergraduate and taught postgraduate level 	E	I
<ul style="list-style-type: none"> Experience of quality assurance experience in Higher Education 	E	I
<ul style="list-style-type: none"> Experience of programme portfolio development 	E	I
<ul style="list-style-type: none"> Experience of working with and using metrics that impact on the performance of the School 	D	I
<ul style="list-style-type: none"> Track record of undertaking research and producing research outputs in a relevant discipline 	E	A/I

• Experience of PhD supervision	D	I
• Experience of obtaining funding for research projects and of managing them effectively	D	I
• Experience of working in internationally competitive research environments	D	I
Skills and Knowledge:		
• Knowledge of the higher education sector	E	A
• In depth knowledge of one or more of the School's subjects	E	A
• Demonstrable ability to lead, influence, motivate and develop others	E	I
• Organisational ability, including good time management skills	E	I
• Ability to think strategically, and to formulate initiatives for developing and improving outcomes for the School	E	I
• Ability and willingness to deputise for the PVC when required	E	I
• Expertise across a range of HE quality assurance issues, policies and procedures to maintain and enhance the academic standards of University awards	E	I
• Ability to oversee and monitor appropriate research strategies	D	I
• Ability and willingness to contribute to teaching at an appropriate level	E	I
Key Competencies, Personal and Leadership Attributes:		
• Ability to build good working relationships with key College colleagues and elsewhere in the University	E	I
• Ability to work collaboratively to achieve agreed outcomes	E	I
• Enthusiasm for teaching and research within the range of subjects found in the School	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	DF	HRBP	HA
---------------	----	-------------	----