

**JOB DESCRIPTION**  
**Head of Academic Standards and Quality**  
**Vacancy Ref: A1317**

<b>Job Title:</b> Head of Academic Standards and Quality	<b>Present Grade:</b> 9P
<b>Department/College:</b> Secretariat	
<b>Directly responsible to:</b> University Secretary	
<b>Supervisory responsibility for:</b> Academic Standards and Quality team , and indirect management relationship exists with five Teaching Quality Support Officers in Faculties	
<p><b>Other contacts</b></p> <p><b>Internal:</b>  Deputy Vice-Chancellor, Pro-Vice-Chancellor, Pro-Vice-Chancellor (Education), Director of Quality Assurance and Enhancement, Faculty Deans, Faculty Associate Deans, Heads of Department, CAO, Directors of all Professional Services Divisions, Academic departments, Students.</p> <p><b>External:</b>  QAA (or successor bodies), Senior staff in all of the University's major collaborative teaching partnerships (domestic and international), Colleagues in similar roles in UK HEIs.</p>	
<p><b>Major Duties:</b></p> <p><u>The Role:</u></p> <p>To lead and manage designated staff and activities specifically relating to academic standards and quality and to provide guidance and direction to senior managers across the University and to the academic community, to ensure that the University's reputation is protected and that the University is compliant with quality assurance and regulatory frameworks.</p> <p>The activities of the Head of Academic Standards and Quality influence the way in which the University is perceived locally, nationally and internationally in terms of reputation, academic standards and the quality of the student experience.</p> <p>Fulfilment of the role requires contact with senior staff across the University including, influencing, negotiation and brokering, provision of advice and guidance and, when necessary, giving direction.</p> <p>It also involves direct line management of the Academic Standards and Quality team, including the prioritisation of work, objective setting, performance monitoring and staff development. The budget for this area of activity is c.£450k with Validation Fee income of around £2M in 2014/15.</p> <p>The role holder may be called on to deputise for the University Secretary in her absence across the principal areas of her role.</p> <p><u>Key Responsibilities</u></p> <p>To work with senior University managers to ensure that there are appropriate academic structures and policies in place that enable the University to implement its academic strategy, its obligations to its students and which ensure that the University's good name and reputation is protected and is compliant with external academic quality assurance, regulatory and legal frameworks.</p> <p>To lead and manage the Academic Standards and Quality team within the Secretariat, to ensure that core elements of quality assurance are delivered effectively and that the team is suitably equipped and experienced to give professional advice.</p> <p>To promote a culture of proactivity, innovation, transparency, collaboration, flexibility in the areas of quality and standards management and to encourage the effective deployment of resources which are distributed across</p>	

different parts of the University.

To play a leading role in shaping the quality management framework and the academic regulatory framework in order to promote academic standards of University awards and the quality of the student experience across all the University's provision, whether at Lancaster, regionally, or internationally.

To ensure that policies and procedures are effective and promote quality assurance, excellence, enhancement

To ensure that there are effective and integrated quality management processes and procedures in place across the University and that these are followed by departments and Faculties in Lancaster and in collaborative teaching partnerships.

To ensure that the quality management processes and procedures in place in the international teaching partnerships comply with Lancaster's requirements, are being applied effectively, and are integrated into the work of the Lancaster departments.

To play a lead role in the initiation, development and implementation of major institutional projects and reviews.

To play a lead role for the University in maintaining and developing relationships with the QAA and other related or successor bodies.

To monitor changes to the national regulatory framework for QA, and more general developments in the HE sector, advise senior staff and propose action to be taken by the University in response.

To provide advice and guidance to senior managers in order to protect quality and standards and the University's good name and reputation.

To undertake a range of duties as required by the University Secretary.

The Head of Academic Standards and Quality is an active member of a number of committees of Senate with responsibility for oversight of academic standards and educational quality at Lancaster, in its regional partners, and in the International Teaching Partners. The role holder is also a key member of the more operational Partnership Management Groups for regional and major international teaching partnerships.