

**JOB DESCRIPTION**  
**Quality Assurance and Enhancement Officer**  
**Vacancy Ref: A2268**

<b>Job Title:</b> Quality Assurance and Enhancement Officer (fixed term, 2 years)	<b>Present Grade:</b> 7P
<b>Department/College:</b> Faculty Office, Lancaster University Management School	
<b>Directly responsible to:</b> External Accreditation Manager (LUMS) and the Head of Academic Standards and Quality (ASQ)	
<b>Supervisory responsibility for:</b> n/a	
<b>Other contacts:</b>  <b>Internal:</b> Dean and Associate Deans for Undergraduate and Postgraduate Studies, Department Heads; Programme Directors, Academic and Professional Services colleagues  <b>External:</b> External Accreditation bodies; External Agencies, Professional Bodies e.g. Chartered Association of Business Schools; Visiting and Honorary Academics; Government Departments; Colleagues at other HEIs	
<b>Job Purpose</b> Reporting jointly to the External Accreditation Manager in the Management School and the University's Head of Academic Standards and Quality, the role holder will be based within the Faculty but will also be a member of the central University ASQ team taking direction on institutional priorities and implementation within the Faculty. The role holder will be part of a wider community of practice and will work closely with professional colleagues across the institution. The role holder will: <ul style="list-style-type: none"> <li>• Have lead responsibility for academic quality assurance and enhancement within LUMS and ensure compliance with relevant guidance and procedures, this will include all operational aspects of quality assurance and enhancement (QA&amp;E)</li> <li>• Advise and support the Associate Dean's for Teaching.</li> <li>• Act as Committee Secretary to the Faculty's Teaching Committees</li> <li>• Provide QA&amp;E support for the School's accreditation portfolio and assist with the preparation for external accreditation reviews</li> </ul>	
<b>Major Duties</b> <ol style="list-style-type: none"> <li>1. Provide a high level of professional support and guidance to colleagues in the Faculty on all QA&amp;E matters ensuring colleagues have appropriate awareness and understanding of the role of QA&amp;E and of relevant policies and procedures.</li> <li>2. Provide a high level of professional support to the Associate Deans for Teaching and advise on policy, practice and implementation.</li> <li>3. Maintain an up-to-date understanding of the political and strategic context of QA&amp;E and provide regular updates to colleagues to ensure broader professional awareness and understanding.</li> <li>4. Contribute to the development, review and revision of QA&amp;E policies and procedures and other continuous improvement and efficiency initiatives.</li> <li>5. Act as Secretary to the Faculty Teaching Committees and ensure effective and efficient committee management.</li> <li>6. Be the key point of contact between the Faculty and ASQ ensuring a close and mutually supportive approach to the QA&amp;E work of the University.</li> <li>7. Support the Faculty academic approval and academic change processes.</li> <li>8. Ensure the accuracy of all relevant programme and module records.</li> </ol>	

- 9.** Ensure the timely appointment of external examiners and adjunct faculty for all programmes (including those offered at International Teaching Partnerships) in compliance with relevant criteria, policies and procedures (including AACSB/EQUIS/AMBA).
- 10.** Liaise with the University's International Teaching Partners on QA&E matters and processes and ensure accurate record keeping.
- 11.** Co-ordinate the provision of management information for QA&E procedures (e.g. Periodic Quality Review, Annual Programme Reviews, module evaluations, the Courses Handbook).
- 12.** Contribute to University and Faculty quality reviews and audits including external accreditation reviews (AACSB/EQUIS/AMBA), ensuring that programmes comply with relevant criteria.
- 13.** Develop, manage and monitor the Faculty Assurance of Learning (AoL) process.
- 14.** Actively participate in relevant regional, national and/or international professional networks to influence and develop best practice and continuous improvement.
- 15.** Author reports (including contribution to External Accreditation self-evaluation and Annual Teaching Review) as required.
- 16.** Undertake any other duties, or training and development, appropriate to the grade of the post, as required by the External Accreditation Manager or the Head of Academic Standards and Quality.