

PERSON SPECIFICATION
Quality Assurance and Enhancement Officer
Vacancy Ref: A2268

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Educated to degree level or equivalent	Essential	Application Form
Demonstrable knowledge and understanding of the role and requirements of quality assurance and enhancement in UK HE and experience of the development and successful implementation of relevant policies and procedures	Essential	Supporting Statement/Interview
Experience of records management, high level committee servicing, report and minute writing	Essential	Supporting Statement/Interview
Demonstrable ability to analyse and interpret complex data sets to identify issues and opportunities	Essential	Supporting Statement/Interview
Evidence of constructively challenging existing practice and identifying and successfully implementing continuous improvement protocols	Essential	Supporting Statement/Interview
Demonstrable ability to work both autonomously and collaboratively as part of a team to achieve objectives	Essential	Supporting Statement/Interview
Demonstrable understanding and appreciation of the academic endeavour	Essential	Supporting Statement/Interview
Evidence of building successful relationships and working collaboratively and flexibly with internal and external colleagues to meet deadlines and achieve objectives	Essential	Supporting Statement/Interview
Articulation of an appropriate rationale and interest in applying for this particular post	Essential	Supporting Statement/Interview
Commitment to undergo further training and personal development to maintain a high level of professional currency	Essential	Interview
Demonstrable ability to present information in an accurate and appropriate format	Essential	Application Form
Understanding of compliance with professional, statutory and regulatory body requirements including AACSB, EQUIS and AMBA	Desirable	Supporting Statement/Interview
Experience of student administration processes, preferably in a higher education environment	Desirable	Supporting Statement/Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests or presentation etc.