

JOB DESCRIPTION
Head of Academic Standards and Quality
Vacancy Ref: A2911

Job Title: Head of Academic Standards and Quality	Present Grade: 8
Department/Division: Academic Standards and Quality, Student and Education Services	
Directly responsible to: Academic Registrar	
Supervisory responsibility for: Academic Standards and Quality team, including dotted line management of Quality Assurance and Enhancement Managers/Officers in faculties	
Other contacts Service provides	
<p>Internal: University Dean for Academic Quality; Pro-Vice-Chancellor (Education); faculty and department staff with responsibility for academic standards and quality including but not limited to Associate Deans and Directors of International Teaching Partnerships; support staff in central professional services including, but not limited to Student Registry, Education Development, Strategic Governance and Planning.</p> <p>External: QAA (or successor bodies); colleagues in the University’s major collaborative teaching partnerships (domestic and international); professional networks for academic standards and quality in HE; colleagues in similar roles in UK HEIs</p>	
<p>Major Duties: The role holder is required:</p> <ul style="list-style-type: none"> • to manage and motivate designated staff and activities relating to academic standards and quality, including objective setting, prioritization of work, performance management and staff development; • to provide guidance and direction to colleagues across the University on matters relating to quality assurance and enhancement; • to ensure that the University is compliant with quality assurance and regulatory frameworks; <p>The role holder may be called on to deputize from time to time in the absence of the Academic Registrar.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • To work in support of senior University managers to ensure the University has appropriate policies and procedures in place in relation to academic standards and quality in order to meet its obligations to its students and to comply with external academic quality assurance, regulatory and legal frameworks. • To manage the Academic Standards and Quality team, to ensure that core elements of quality assurance and enhancement are delivered effectively, and that the team is suitably equipped and experienced to give professional advice. • To ensure that academic quality policies and procedures are effective and promote quality assurance, excellence and 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 play a key role in the initiation, development and implementation of major institutional QA projects and reviews. • To monitor changes to the national regulatory framework for QA, advising senior staff and proposing action to be taken by the University in response. • To provide advice and guidance to senior managers in order to protect and enhance academic quality and standards. • To undertake a range of duties commensurate with the grade of the post as required by the Academic Registrar. 	

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 quality at Lancaster, and in partner institutions. The role holder is also a key member of the Joint Institute Implementation Groups (JIIGs) and Partnership Management Groups (PMGs) responsible for the operational oversight of collaborative teaching partnerships.