



JOB DESCRIPTION

Job Title:	Academic Quality Officer
Department / Unit:	Academic Services
Job type:	Professional Services
Grade:	RHUL 7
Accountable to:	Head of Academic Quality and Policy Office
Accountable for:	Support of quality assurance and regulatory activities of the Academic Quality and Policy team
Purpose of the Post	
To provide high level support to the Head of the Academic Quality and Policy and the Senior Academic Quality Managers in their quality assurance and regulatory work.	
Key Tasks	
<ol style="list-style-type: none"> 1. Assisting colleagues in Academic Quality and Policy in: <ul style="list-style-type: none"> • all aspects of preparation, management and follow-up for academic reviews and audits by external agencies; • reviewing and publishing the College's academic regulations and policy documents; and in reviewing departmental literature aimed at students; • servicing committees, boards and working groups as the need arises; • work arising from occasional, major Academic Quality and Policy projects as appropriate. 2. Providing high-level support for the Senior Academic Quality Managers in the operation of faculty-based processes (consultation; programme validation and review; periodic departmental review), by: <ul style="list-style-type: none"> • providing advice to academic and administrative colleagues on policies and processes, and ensuring that the requirements therein are understood; • managing the collection of information and documentation from academic and administrative departments within agreed deadlines; • assisting as appropriate in servicing validation and review panels, and ensuring follow-up on decisions within agreed deadlines; • maintaining an accurate, complete and accessible record on validation and review activities for each programme and academic department. 3. Providing a high level of support for the Head of Academic Quality and Policy with regulatory and quality assurance matters as required. 4. Any other duties as required by the line manager or Head of Academic Quality and Policy that are commensurate with the grade. 	

General

1. Showing a continual commitment to personal development and remaining abreast of relevant developments in the sector through research and attendance at conferences and training events as appropriate.
2. Any other duties as required by the Head of Academic Quality and Policy that are commensurate with the grade and/ or are required within the team.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Associate Deans (Education)
- Vice Principal (Quality and Standards)
- Student Administration