## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Academic Quality Officer</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Academic Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL 7</td>
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<td>Accountable to:</td>
<td>Interim Head of Academic Quality and Policy Office</td>
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<td>Accountable for:</td>
<td>Support of quality assurance and regulatory activities of the Academic Quality and Policy team</td>
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### Purpose of the Post

To provide high level support to the Interim Head of the Academic Quality and Senior Academic Quality Manager in their quality assurance and regulatory work.

### Key Tasks

1. Assisting colleagues in Academic Quality and Policy in:
   - 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 quality assurance processes (consultation; programme validation and review;), by:
   - 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 Interim 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 Interim 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 Interim 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:
- School Administration Teams
- Directors of Education
- Vice Principal (Quality and Standards)
- Student Administration