



JOB DESCRIPTION

Job Title:	Senior Academic Quality Manager
Department / Unit:	Student and Academic Services
Job type	Full Time, Permanent
Grade:	8
Accountable to:	Head of Academic Quality and Policy Office
Accountable for:	Quality assurance and enhancement of academic provision in departments within the School of Business and Management and the School of Law and Social Sciences
Purpose of the Post	
<p>The Senior Academic Quality Managers occupy a pivotal position in ensuring a consistent and joined-up approach to strategic quality management across departments in the College, by managing and co-ordinating responsibilities for academic quality assurance and enhancement, and other academic matters such as the maintenance and interpretation of the academic regulations and the development of academic policy. The Senior Academic Quality Managers work closely with the Heads of Schools, Directors of Education, Vice Principal (Quality and Standards), and members of the College's Senior Management team.</p>	
Key Tasks	
<p><u>Academic Quality Assurance</u></p> <ol style="list-style-type: none"> 1. With high-level support from the Academic Quality Officers, managing the effective operation of College's quality assurance processes by: <ul style="list-style-type: none"> • acting as Secretary to, and ensuring preparation and follow-up action for Course Validation Panels; • acting as Secretary to, and ensuring preparation and follow-up action for the panels tasked with the annual review and periodic revalidation of academic provision; • assisting in reviews of internal quality assurance processes. 2. Assisting in all aspects of preparation, management and follow-up for external reviews and supporting departments as required with preparation and follow up action for the external accreditation of academic programmes. 3. Providing advice to staff on the implications of the external legislation and compliance requirements on internal quality assurance processes. 4. Working with colleagues from the Educational Development Team to implement a strategic, consistent and joined-up approach to academic quality management and 	

enhancement.

Academic Governance

5. With clerical support from Academic Quality Officers, ensuring that there is preparation and follow-up action for key academic governance committees.
6. Facilitating the flow of communication and consultation on academic matters between departments and the College through informed and balanced representation of sometimes complex and opposing views.

Academic Regulatory Matters

7. Providing advice to departmental staff and members of the Senior Management team on complex, academic regulatory and policy matters, particularly during the examination period.
8. Assisting in the review and drafting of academic regulations and policy documents.

General

9. Taking on line management responsibility.
10. 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.
11. 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:

- Heads of School/ Heads of Departments
- School Managers
- Directors of Undergraduate / Postgraduate Education
- Vice Principal (Quality and Standards)
- Deputy Principal (Academic)
- Education Development team
- Student Administration
- Marketing and Communications
- University of London Worldwide