



## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: Senior Academic Quality Manager**

**Department: Academic Quality and Policy Office (AQPO)**

|                                                                                                                                                                                                                                                   | Essential | Desirable | Tested by<br>(Application form, Interview, Test) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------------------------------------------------|
| <b>Knowledge, Education, Qualifications and Training</b>                                                                                                                                                                                          |           |           |                                                  |
| A UK bachelor degree or equivalent                                                                                                                                                                                                                | X         |           | Application form                                 |
| Knowledge of current and developing issues in HE, in particular those relating to quality and standards, and the ability to explain the implications of these to colleagues                                                                       | X         |           | Application form, Interview, Test                |
| A committed and strategic approach to learning and professional development                                                                                                                                                                       | X         |           | Application form, Interview                      |
| A professional commitment to high standards of work and continuous improvement, underpinned by a self-evaluative approach                                                                                                                         | X         |           | Application form, Interview                      |
| <b>Skills and/or Abilities</b>                                                                                                                                                                                                                    |           |           |                                                  |
| Excellent written and oral communication skills with proven ability to communicate effectively with, and command respect from, colleagues                                                                                                         | X         |           | Application form, Interview, Test                |
| Ability to work independently and manage workload effectively given conflicting demands and priorities on your time                                                                                                                               | X         |           | Application form, Interview                      |
| Ability work collaboratively as part of a team to achieve common goals                                                                                                                                                                            | X         |           | Application form, Interview                      |
| Excellent problem solving skills, with proven ability to understand and assimilate complex and sometimes incompatible information, make reasoned judgements and offer workable solutions                                                          | X         |           | Application form, Test                           |
| Ability to respond to and maintain effectiveness in changing environments                                                                                                                                                                         | X         |           | Application form, Interview                      |
| <b>Experience</b>                                                                                                                                                                                                                                 |           |           |                                                  |
| Experience of using standard office software (e-mail, word processing, spreadsheets file management and web browsers) and IT systems (e.g. Student Record systems and Sharepoint/ One Drive) to work efficiently and effectively in the workplace | X         |           | Application form, Test                           |
| Well established experience of providing support and advice on academic processes relating to standards and quality of academic provision                                                                                                         | X         |           | Application form, Interview                      |
| Strong experience of servicing formal, senior university committees which deal with academic standards and quality                                                                                                                                | X         |           | Application form, Interview                      |
| Experience of providing leadership to colleagues                                                                                                                                                                                                  |           | X         | Application form, Interview                      |
| <b>Other requirements</b>                                                                                                                                                                                                                         |           |           |                                                  |
| Will occasionally have to be available outside normal working hours                                                                                                                                                                               | X         |           | Application form, Interview                      |