



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Academic Quality Manager (Partnerships)
<b>Department / Unit:</b>	Student and Academic Services
<b>Job type:</b>	Professional Services
<b>Grade:</b>	RHUL 8
<b>Accountable to:</b>	Head of Academic Quality and Policy Office
<b>Accountable for:</b>	Quality assurance and enhancement of academic partnerships and collaborations.
<b>Purpose of the Post</b>	
<p>The Senior Academic Quality Manager (Partnerships) plays a pivotal role in ensuring a consistent and joined-up approach to strategic quality management across the College and with collaborative partners. The Senior Academic Quality Manager (Partnerships) supports the work of the Head of Academic Quality and Policy and the Senior Vice-Principal (Academic Strategy and Research) in academic quality management and enhancement, policy development, academic governance, and the application of academic regulations to the College's collaborative activities with external partners.</p> <p>The Senior Academic Quality Manager (Partnerships) has specific responsibility for providing support for these developments; however, as the Senior Academic Quality Managers work as a close team and each undertakes a full range of activities to ensure that the team can manage in the absence of a team member, the Senior Academic Quality Manager (Partnerships) will be expected to participate in such activities as well as part of the role.</p>	
<b>Key Tasks</b>	
<p><u>Collaborative and Partnership Development and Support</u></p> <ol style="list-style-type: none"> <li>1. Working with members of other teams across the College, as relevant, during the initiation and development stages of new partnerships and collaborations (including apprenticeships) providing contractual and quality assurance advice, support for the validation of new courses and modules, and producing an Operations Manual and any other relevant associated documentation for each initiative.</li> <li>2. Taking responsibility for the day-to-day liaison and relationship management for collaborative activities including site visits for quality assurance purposes, raising matters of concern where necessary with the appropriate Course Director and the Head of Academic Quality and Policy Office</li> <li>3. Taking responsibility for ensuring that partnership/collaborative contracts are reviewed annually to ensure they remain fit for purpose and in the best interests of the College and that the partnership or collaboration undergoes a periodic review prior to the end of the contract.</li> </ol>	

4. Facilitating the flow of communication and consultation on academic and practical matters between partners, departments, and the College through informed and balanced representation of sometimes complex and opposing views.
5. Ensuring that there is preparation and follow-up action for collaboration meetings.
6. Providing high level secretarial support as required to College level committees responsible for collaborative provision.

#### Academic Quality Assurance

7. With high-level support from the Academic Quality Officers, managing the effective operation of the College's quality assurance processes by:
  - acting as Secretary to, and ensuring preparation and follow-up action for Course Validation Panels for courses delivered as part of a collaboration and other review bodies as required;
  - providing written and verbal guidance to staff at the College and at partner institutions on policies and processes, and ensuring that the requirements are understood;
  - providing quality assurance oversight for all partnership and collaborative activities;
  - assisting in reviews of internal quality assurance processes.
8. Assisting in all aspects of preparation, management and follow-up for external reviews.
9. Working closely with colleagues from the Educational Development Team to implement a strategic, consistent and joined-up approach to academic quality management and enhancement.

#### Academic Regulatory Matters

10. Providing advice to staff (both internal to RHUL and partner staff) on complex, academic regulatory and policy matters, and assisting in the review and drafting of relevant academic regulations and policy documents, including advice to the Assistant Director International Business Development in respect of new and emerging collaborative arrangements

#### General

11. Taking on line management responsibility.
12. 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.

#### **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)
- Senior Vice-Principal (Academic Strategy and Research)
- Assistant Director, International Business Development
- Education Development team
- Student Administration
- University of London Worldwide
- Study Group
- Collaborative partners