

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 (Partnerships)

Department: Academic Quality and Policy Office

	Essential	Desirable	Tested by Application Form/Interview/Test
<p>Knowledge, Education, Qualifications and Training</p> <p>A UK bachelor degree or equivalent</p> <p>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</p> <p>Knowledge and experience of the quality assurance and enhancement of a wide range of collaborative partnership activities including apprenticeships</p> <p>A committed and strategic approach to learning and professional development</p> <p>A professional commitment to high standards of work and continuous improvement, underpinned by a self-evaluative approach</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>Application form</p> <p>Application form/interview/ test</p> <p>Application form/interview/ test</p> <p>Application form/interview</p> <p>Application form/interview</p>
<p>Skills and Abilities</p> <p>Excellent written and oral communication skills with proven ability to communicate effectively with, and command respect from, colleagues</p> <p>Ability to work independently and manage workload effectively given conflicting demands and priorities on your time</p> <p>Ability to work collaboratively as part of a team to achieve common goals</p> <p>Excellent problem solving skills, with proven ability to understand and assimilate complex and sometimes incompatible information, make reasoned judgements and offer workable solutions</p> <p>Ability to respond to and maintain effectiveness in changing environments</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>Application form/ interview/ test</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview/test</p> <p>Application form/interview</p>

Experience 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 Well established experience of providing support and advice on academic processes relating to standards and quality of academic provision Strong experience of servicing formal, senior university committees which deal with academic standards and quality Experience of providing leadership to colleagues	 X X X 	 X 	 Application form/test Application form/interview Application form/interview Application form/interview
Other requirements Will occasionally have to be available outside normal working hours	 X 	 	 Application form/interview