

## 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 University and with collaborative partners. The Senior Academic Quality Manager (Partnerships) supports the work of the Head of Academic Quality and Policy and relevant Pro Vice-Chancellors and Associate Pro Vice-Chancellors in academic quality management and enhancement, policy development, academic governance, and the application of academic regulations to the University's academic 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 University, as relevant, during the initiation and development stages of new academic partnerships and academic collaborations (including apprenticeships, articulation agreements and global partnerships) 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 quality assurance documentation for each initiative.</li> <li>2. Taking responsibility for the day-to-day liaison and quality assurance relationship management for collaborative activities including quality assurance site visits, 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 academic partnership/collaborative contracts are reviewed annually to ensure they remain fit for purpose and in the best interests of the</li> </ol>	

University and that the academic partnership or collaboration undergoes a periodic review prior to the end of the contract.

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

#### Academic Quality Assurance

7. With high-level support from the Academic Quality Officers, managing the effective operation of the University'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 University 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 directorate 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 the University and partner staff) on complex, academic regulatory and policy matters, and assisting in the review and drafting of relevant academic regulations and policy documents.

#### 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 University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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:

- Executive Deans of School/ Heads of Departments
- School Managers
- Directors of Undergraduate / Postgraduate Education
- International Business Development Team
- Legal and Compliance
- Relevant Pro Vice-Chancellors and Associate Pro Vice-Chancellors
- Student Administration
- Collaborative partners