

## 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><b>Knowledge, Education, Qualifications and Training</b></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 academic partnership activities including apprenticeships, articulation agreements and global partnerships</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>Application form</p> <p>Application form/interview/ test</p> <p>Application form/interview/ test</p> <p>Application form/interview</p>
<p><b>Skills and Abilities</b></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>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>

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 to work efficiently and effectively in the workplace	X		Application form
Well established experience of providing support and advice on academic processes relating to standards and quality of academic provision including collaborative academic partnerships.	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