

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

	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 activities</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>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>

<p>Experience</p> <p>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</p> <p>Well established experience of providing support and advice on academic processes relating to standards and quality of academic provision including collaborative academic partnerships.</p> <p>Strong experience of servicing formal, senior university committees which deal with academic standards and quality</p> <p>Experience of providing leadership to colleagues</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>Application form</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>
<p>Other requirements</p> <p>Will occasionally have to be available outside normal working hours</p> <p>Demonstrable commitment to equality, diversity, and inclusion</p>	<p>X</p> <p>X</p>		<p>Application form/interview</p>