



JOB DESCRIPTION

Job Title:	Academic Quality Administrative Assistant
Department / Unit:	Student Success, Academic Quality and Policy
Job type:	Full-Time, Permanent, Professional Services
Grade:	RHUL 5
Accountable to:	Senior Academic Quality Manager
Accountable for:	Providing support for the operation of quality assurance and regulatory activities of the Academic Quality and Policy team.
Purpose of the Post	
To provide support to the Head of the Academic Quality and Policy and the Senior Academic Quality Managers in their quality assurance and regulatory work.	
Key Tasks	
<p>1. Assisting colleagues in Academic Quality and Policy in:</p> <ul style="list-style-type: none"> • publishing the University's academic regulations and policy documents; • servicing committees, boards and working groups as the need arises; • work arising from occasional, major Academic Quality and Policy projects as appropriate. <p>2. Providing support for the Senior Academic Quality Managers in the operation of quality assurance processes (consultation, course validation and review, module amendments), by:</p> <ul style="list-style-type: none"> • assisting as appropriate in servicing validation and review panels, and ensuring follow-up on decisions within agreed deadlines • maintaining an accurate, complete and accessible record on validation and review activities for each course/module and academic department/School • updating course/module details on central University system (Banner) to ensure accurate records for departments/Schools • updating course specifications for undergraduate and postgraduate taught courses for next academic year to ensure CMA compliance • producing written reports <p>3. Providing assistance to the Senior Academic Quality Managers and Academic Quality Officers with regulatory and quality assurance matters as required. It is expected that the Academic Quality Administrative Assistant will support the work required of the AQPO team as part of the University's Assessment Futures Project.</p>	

General

Any other duties as required by the Head of Academic Quality and Policy that are commensurate with the grade and/ or are required within the team.

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:

- School Administration Teams
- Vice Deans (Education and Student Experience)
- Student Administration