

Job Description

Position:	Head of Academic Compliance
School/Service:	Standards and Enhancement Office (SEO)
Reference:	SEO-020/P
Grade:	8
Status:	Permanent
Hours:	Full-Time
Responsible to:	Assistant Vice Chancellor (OfS) under the direction of the Academic Registrar

Main Function of the Position

- Identify, translate and maintain awareness of emerging national regulatory and policy developments for assurance of academic quality and standards, ensure that the University is supplied with the intelligence needed to be sufficiently appraised of emergent regulatory policy and is aware of its implications.
- Responsible for ensuring that the University has adequate and systematic planning and monitoring systems in place to provide assurance that it will remain compliant with regulatory requirements for the quality and standards of its taught and research provision including degree apprenticeships, wherever delivered.
- To lead on academic compliance to ensure that the University meets its compliance obligations in its assurance of academic quality and standards, identifying and managing risk and securing required change accordingly.

Principal duties and responsibilities:

1. Research emerging policy changes that are likely to have academic compliance requirements from the Office for Students (OfS), Department for Education (DfE) and as relevant, the Designated Quality Body (DQB)); to include networking with professional networks such as the mission group, Million Plus, to gain further sector insight; summarise and communicate (to the Academic Registrar, Assistant Vice Chancellor (OfS), SEO colleagues) the key aspects and identify the implications and risks to the University.
2. Adopt a systematic project-based approach to ensuring academic compliance, including monitoring adherence to regulatory changes.
3. Lead cross institutional projects associated with academic compliance matters, ensuring they contain relevant intelligence and data, which satisfy regulatory requirements and add value to the University.
4. Participate in, support, administer or service, and when appropriate, lead, task groups or committees associated with academic compliance with OfS regulatory requirements, for instance the Teaching Excellence Framework and Student Outcomes Working Group.

5. Respond to ad hoc requirements as needed to demonstrate academic compliance and provide a central point of contact for regulatory enquiries concerning quality and standards.
6. Brief senior colleagues on regulatory matters to enable them to understand their responsibilities and accountabilities in respect of OfS regulation of quality and standards.
7. Ensure timely and effective consideration by Education Committee of metrics based annual and periodic monitoring and review reports from faculties, other units and partner organisations.
8. Work with the Student Data Management team to provide metrics-based annual and periodic monitoring data reports at programme, Subject and University level.
9. Identify and deliver training and development requirements to ensure academic compliance and manage associated risks.
10. Provide interventions and practical solutions where required to mitigate risk, and advise on the design, review and updating of policies and processes, as appropriate.
11. Lead institution wide academic compliance activities for the Standards and Enhancement Office, identifying and managing compliance issues and risks.
12. Proactively analyse and resolve complex issues relating to regulatory compliance and identify opportunities for continual improvement in approaches to academic quality and standards.
13. Work in partnership with colleagues across SEO, the University (and potentially across the University Group), its network of national and international partner organisations and across the degree apprenticeship provision to ensure the effective assurance of quality and standards in line with regulatory requirements.
14. Work collaboratively with and support SEO colleagues on University wide priorities / initiatives outside own specific area of work in support of the University's Strategic Plan. For example, matters relating to students' appeals and complaints or the automation of relevant aspects of student record systems, digitisation of records.
15. Interact on a professional level with relevant national/international internal and external professional bodies to ensure currency of knowledge and practices.
16. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
17. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
18. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note: This is a description of the position's requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Person Specification

Position: Head of Academic Compliance		Reference:	
Service: Standards and Enhancement Office		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Educated to degree level standard	1	CV/Documentation
1 b)	Postgraduate qualification, or equivalent relevant experience	1	CV / Documentation
1 c)	Relevant professional qualification/membership	2	CV / Documentation
2	Skills		
2 a)	Demonstrable knowledge of issues and innovations surrounding HE policy, regulation and compliance with particular reference to academic quality and standards	1	CV/Interview/Assessment
2 b)	Able to develop plans and work in a structured, organised way, monitoring progress and prioritising workload (sometimes with conflicting deadlines) to meet own and service objectives	1	CV / Interview
2 c)	Understanding of the key indicators of academic quality and standards used by the OfS for institutional compliance purposes, and able to work with the data experts, faculties and relevant Professional Services to ensure plans deliver improved performance	1	CV/Interview/ Assessment
2 d)	Strong team working skills and the ability to work flexibly in a team	1	CV/Interview
2 e)	Ability to lead, motivate and influence staff, both within and outside line management responsibility, to ensure achievement of project outcomes and adherence to compliance requirements	1	CV/Interview
2 f)	Ability to work on own initiative and problem solve using creativity and innovation	1	CV/Interview
2 g)	Excellent communication, networking, negotiation and influencing interpersonal skills	1	CV / Interview /Assessment
2 h)	Able to coach and develop colleagues on critical academic compliance requirements and facilitate consideration of the implications to their area	1	CV/Interview/ Assessment
2 i)	Understanding of risk management principles	1	CV/Interview
3	Experience / Knowledge		
3 a)	Credible experience of undertaking research including within HE policy and regulation	1	CV / Interview
3 b)	Evidence of informing and influencing change	1	CV/Interview
3 c)	Demonstrable experience of successfully managing projects	1	CV/Interview
3 d)	A credible record of success in people management including the management of a diverse group of staff not under their direct line management responsibility	1	CV/Interview

3 e)	Experience of successfully co-creating and delivering outcomes as part of a team	1	CV/Interview
3 f)	Detailed knowledge of the national regulation of Higher Education (e.g. Office for Students Regulatory Framework, the UK Quality Code for Higher Education) or willing to develop as appropriate	1	CV/Interview
3 g)	Experience of the development of online record systems using software such as sharepoint	2	CV/Interview
4	Personal Qualities		
4 a)	Able to work under pressure and to meet deadlines, systematic with an eye for detail and able to identify broader implications and contribute to strategic thinking	1	Interview
4 b)	Efficient and well organised, personally	1	
4 b)	Efficient and well organized in support of running groups / servicing committees / monitoring progress against deadlines	2	Interview
4 c)	Supportive and collegiate, sensitive to individual needs and cultural differences whilst able to influence and challenge appropriately	1	Interview
4 d)	Self-motivating and proven ability to work unsupervised	1	Interview
4 e)	Commitment to continuous improvement, the promotion of equality and diversity and social mobility, and creative ways of working	1	Interview
4 f)	Able to work collaboratively and to facilitate the development of effective working relationships, both internally and externally	1	Interview
4 g)	Able to build personal credibility and authority, including with academics, professional services and senior management	1	Interview
5	Other		
5 a)	Able to work remotely and flexibly as required in order to meet the needs of the service and to undertake staff development, which may take place outside the University	1	Interview
5 b)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 c)	Awareness of the principles of the Health and Safety, Data Protection Act, Prevent, Freedom of Information Act, UKVI and the Bribery Act	1	Interview
5 d)	Able to travel as required nationally and internationally.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required