



Academic Compliance Coordinator

Department: Standards and Enhancement Office

Ref: SEO-021/P

Salary:

In the range **£38,591 to £44,737** per annum (subject to skills, knowledge and experience)

Closing date for applications:

12 Noon on Wednesday 15 February 2023 – Extended)
Previous applicants need not apply

Interviews are expected to take place within 4 weeks of the closing date

A job description and person specification can be viewed on our website:

<https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by email: jobs@bolton.ac.uk.

To apply, please submit your CV along with a short covering letter (no more than two sides of A4 font size 12) explaining your suitability for the role to jobs@bolton.ac.uk. Please ensure you quote the position reference number on all paperwork submitted.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

The University of Bolton is a “Teaching Intensive, Research Informed” higher education institution whose distinctive high quality, student-focussed, undergraduate and postgraduate programmes attract students from all over the world.

We are currently seeking a focused and enthusiastic coordinator to work with others in ensuring that the University complies with the ongoing conditions of registration of the OfS.

You will develop and manage systems to appraise colleagues at all levels of emergent regulatory policy and its implications for the student experience.

You will manage quality monitoring and review systems that support academic compliance with regulatory requirements including the Teaching Excellence and Student Outcomes Framework.

The role includes briefing and training staff and students including those of partner organisations, subsidiaries of the University Group and the apprenticeship network. You will manage aspects of Standards and Enhancement Office functions, for example, student appeals, complaints or claims for mitigation.

You are a confident communicator at all levels and able to manage your own workload and work collaboratively with others to achieve a common goal. You possess a deep knowledge and understanding of the regulatory framework of the OfS and of the current role of the Designated Quality Body, the QAA. Experience and demonstrable experience of managing aspects of academic quality and standards in the Higher Education is required.

You will share our commitment to a leading student experience that shapes the lives of our graduates and provides them with the skills and capabilities to succeed.