



Academic Quality Enhancement Officer

Registrar and Secretary's Office

Job Reference: REQ0002195



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Salary:	Grade 6 £40,704 - £45,641
Contract:	Permanent
Location:	Headingley Campus
Department:	Academic Quality Enhancement Office
Responsible to:	Head of Academic Quality Enhancement
Working Pattern:	Full time

Purpose of role

- To provide advice, information, guidance, monitoring and oversight across our University to support Schools and partners in a range of academic quality activities, including the academic regulatory framework, validation and review cycle, external/internal audit requirements, enhancement, maintenance of academic standards, and external examiners.
- To help ensure consistent implementation of University Academic Quality Assurance processes, working closely with Schools and partners.
- To contribute to the development and enhancement of relevant policy and procedures.
- To develop, maintain and enhance agreed areas of quality management expertise in support of service and University policies, plans and priorities.

Key Responsibilities

Academic Quality

1. Working closely with Schools and partners to provide advice, information, guidance, monitoring and oversight for implementation of University Academic Quality Assurance process informing on-going enhancement and development of policy and procedure.
2. To liaise with and support colleagues across our University on a range of issues in relation to the University regulatory framework.
3. To provide oversight and support for the implementation of the University's validation and review cycle.

Key Responsibilities (continued)

4. To enhance, develop and maintain an agreed area of Quality Management expertise and to support AQDO Managers in providing comprehensive and accurate advice, information and guidance on the full range of Academic Quality matters.
5. To support and advise our University and individual school(s) with respect to external scrutiny.
6. To support internal audit and review activity and thereafter co-ordinate dissemination for the sharing and implementation of good practice.
7. To oversee/line manage the work of Administrative colleagues, as required.
8. To provide advice, information, guidance and support for Schools and partners in accordance with Customer Service Excellence standards.
9. To assist the Head of Academic Quality Enhancement to identify staff development needs relating to Academic Quality and deliver appropriate staff development programmes.
10. To undertake regular environmental scans across the higher education sector to inform future priorities and enhancements.
11. To represent our University at regional and national seminars and conferences, as required.
12. To write reports, attend, participate in, and administratively support meetings, boards, committees and working groups, as required.
13. To be prepared to work flexibly and travel both within the UK and overseas in support of service needs.
14. To assist the Head of Academic Quality Enhancement to review academic regulations and academic quality assurance processes to promote effectiveness, efficiency and align with sector expectations.
15. Co-ordinate and support quality related duties in connection with the full cycle for the maintenance of academic standards, academic quality assurance and enhancement for example management information, externality, academic assurance, assessment, review, audit, student voice and collaborative provision.
16. Any other duties commensurate with the grade of the post.

Management Information

17. To coordinate the provision and development of all Quality-related management information working in close partnership with Registry Services, Strategic Insights and Business Analysis, Research and Enterprise, IT Services and School teams.
18. To support the maintenance and development of the management information and quality systems to support the effectiveness of internal and external Academic Quality Assurance, enhancing processes and service delivery.
19. To act as a source of definitive and authoritative advice, information and guidance for committees, individual staff, students and partners on our University's academic portfolio, informed by validation cycle activity.

Key Responsibilities (continued)

- 20. To support the development, management and monitoring of the University's academic portfolio and partnerships in liaison with schools and professional services.
- 21. To assist in the compilation, presentation and dissemination of management information and reports within the required time scales.

Quality and Standards

- 22. To provide information, advice and guidance across our University for all corporate activity relating to the maintenance of Quality and Standards of our portfolio which may include:
- 23. Supporting the planning, co-ordination, development and induction arrangements for External Examiners.
- 24. Reviewing our quality frameworks to ensure that they align with external expectations including Office for Students conditions of registration. Reviewing, enhancing and producing guidance material to support a range of academic quality assurance processes to ensure that they map against these expectations.
- 25. To contribute to corporate oversight of annual reports relating to Quality and Standards initiating targeted action plans where necessary and writing reports for Academic Quality Standards Committee as required.

Collaborations and Partnerships

- 26. To advise upon and support the University's development of academic quality assurance processes for collaborations and partnerships including the preparation and planning of due diligence, institutional recognition and review, approval of delivery, administration of contractual and financial agreements, maintaining our register of collaborations and partnerships, the monitoring of annual reporting requirements and internal audit.

Using Artificial Intelligence (AI)

Whilst using AI in our work has many benefits, we would encourage you to write your application without AI input. This will give us a much better insight into your experience and let your own strengths shine through in the application process. We value the uniqueness of every colleague and believe it makes our university a better place to work.

Person Specification & Performance Attributes

Person Specification Criteria	Essential	Desirable
1. A detailed knowledge and experience of working in the Higher Education Sector and in particular, of matters relating to academic standards and quality.	✓	
2. Experience of providing high level administrative support in a complex and changing environment, which could include support for external audits or inspections.	✓	
3. Evidence of the ability to digest and analyse complex information and provide accurate advice to stakeholders both orally and in reports.	✓	
4. Evidence of the ability to present guidance and development materials to a wide range of staff both orally and in written form.	✓	

Performance Attributes
PLANNING & ORGANISATION 5. Evidence of a pro-active attitude and excellent planning and time management skills to facilitate working to strict deadlines.
SERVICE DELIVERY 6. Extensive working knowledge of a wide range of quality, standards and regulatory matters in the Education sector.
TEAMWORK 7. Understands the importance of the team ethic in providing a flexible service to respond to the needs of our university.
COMMUNICATION 8. Demonstrates the ability to establish effective working relationships with a wide range of stakeholders and communicate procedures and regulations with clarity and authority.
CREATIVITY & INNOVATION 9. Takes steps to develop and improve working practice, demonstrating flexibility and adaptability.

Terms of Appointment

Pension

You will automatically be enrolled to become a member of the West Yorkshire Pension Fund (WYPF)

Annual leave

Annual leave entitlement is 38 days.

Pre-employment checks

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Probationary Period

Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy.

A copy of our probationary policy is available on our website or on request from Human Resources.

References

Offers of employment will be subject to the receipt of satisfactory references.

Salary

On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.

Pre-employment Health Assessment

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.

Qualifications

In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form.

Equal Opportunities

We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.

Safety, Health & Wellbeing

You will maintain a positive attitude to Safety, Health and Wellbeing in carrying out personal responsibilities and co-operate with policy/local rules/codes of practice.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact us.

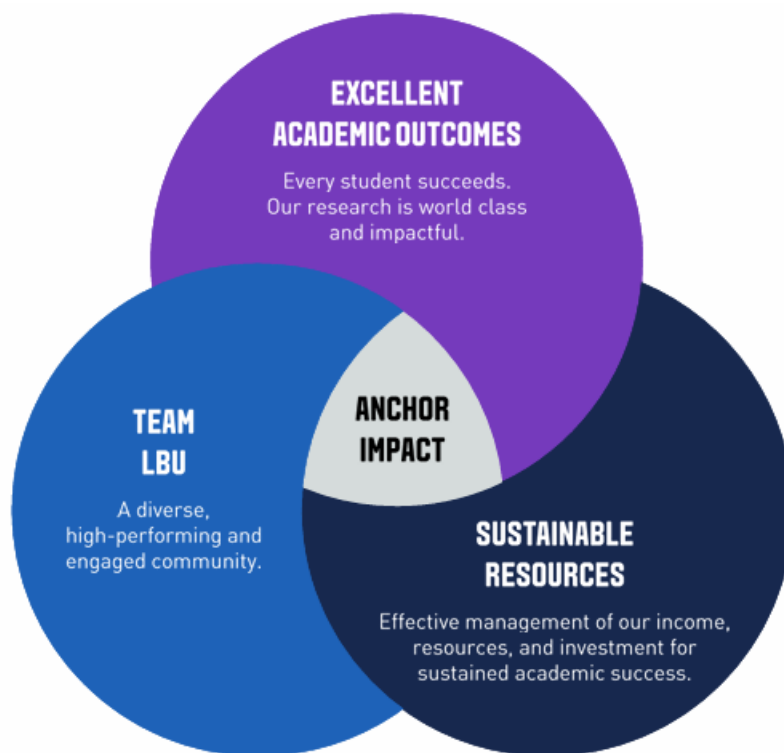
Hybrid working

Working in a hybrid way, where colleagues spend some of their working hours or days on campus, and some of their time working from home is well established at Leeds Beckett. Some roles remain fully campus based. Working arrangements are dependent on the job role, team and University requirements and will be discussed with candidates at or after the interview.

Our Strategy



STRATEGIC PLAN 2026–2031



PURPOSE

We make a positive and decisive difference to people, organisations and communities through excellent education, research, and service.

ANCHOR IMPACT

As a Leeds Anchor with global reach, we work in partnership to drive inclusive, sustainable, social, economic, and cultural benefit for the diverse communities we serve.

OUR VALUES

Inclusive. Teamwork. Integrity.
Pragmatism. Ambition. Purposeful.

You can read more about our strategy [here](#).



Working at Leeds Beckett University

Our Vision

Our students are a diverse community with different needs and aspirations. Teaching excellence is at the heart of our culture and academic practise, focussing on the provision of an outstanding education and experience for our students.

We are proud of our polytechnic roots, and proud to have built on our heritage as a vital source of professional, vocational and applied learning, underpinning the social, economic and cultural life of our city and region.

We are a community of around 23,000 students from over 140 countries and 2,800 staff. Our history dates back to the founding of Leeds Mechanics Institute in 1824.



Working with Us

What can you expect from a career with Leeds Beckett University.

We offer membership of a Local Government Pension scheme, Teachers Pension Scheme and USS scheme, dependant on your role and circumstances. More detail of the schemes is available on their website pages and will be provided during the offer process.

Occupational Maternity/Adoption and Shared Parental Leave is available to our colleagues (subject to meeting the conditions).

Onsite Gym Facilities – with memberships for our colleagues, that let you take part in activities at the Carnegie Sports Centre, Headingley Campus and City Campus Gym. They offer traditional gyms, fitness classes and swimming.

If you travel to work by car, we have car parking available at our Headingley campus and free transport, during term time, for travel between campus.

And in addition, to the above, we offer a range of Benefits and

Discounts through our partners, as part of our overall benefits package.

Your development and growth

Whatever you do at Leeds Beckett and whatever you aspire to, we are committed to supporting you to develop your skills and build your career. We pride ourselves on providing interesting opportunities to equip all colleagues to thrive and fulfil their potential and have a range of development opportunities to stretch and support throughout the different stages of any career.



Our Wellbeing Commitment

We know that working and studying in a mentally healthy community supports us all to attain good wellbeing, feel happier, have clarity of purpose, and meet our goals and at Leeds Beckett University we are working to achieve this through a whole university approach. We have recently been awarded the University Mental Health Charter, putting wellbeing at the heart of everything we do.

Together, we actively encourage healthy behaviours to improve wellbeing. You can find out more about how we support colleague's physical, mental and financial health and wellbeing on our [website](#).

Equality, Diversity, and Inclusion

Equality, Diversity and Inclusion is integral to our culture and at the core of how we work with all members of our community.

Leeds Beckett University is proud to be a [Stonewall Diversity Champion](#) and a [Disability Confident Employer](#). The University holds an Athena Swan Bronze Award for gender equality and is working towards a Bronze Award with Advance HE's Race Equality Charter.

Join Our Community

We actively encourage all our colleagues to explore what is happening across the university community and to come along to our events and support your colleagues and students.

Working on a Campus keeps all of us connected with the wider university and the amazing teaching that is delivered every day. We have state of the art buildings on our city campus, whilst Headingley is more traditional with lovely green spaces and sport facilities that we can all enjoy.

Our Campus locations offer a range of facilities including Beckett Food and you can get your hands on a reward card to enjoy loyalty rewards and access exclusive offers.

Welcome to Leeds

Leeds is a vibrant, modern city with a rich industrial past and on the doorstep of natural beauty. It is the cultural, financial, and commercial heart of West Yorkshire and has one of the most diverse economies of all the UK's employment centres. Leeds is, and always will be, open for business and talent.

Please read our application guide to ensure that you have the best chance for success. You can find the guide [here](#).

Thank you for your interest in working with us at Leeds Beckett University.