University of Essex

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:
When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

Our commitment to Equality, Diversity and Inclusion

At Essex our people are at the centre of everything we do and we aspire to build a culture in which every member of the University feels valued and can flourish.

We are committed to equality of opportunity, to being fair and inclusive. We therefore particularly encourage applications from candidates who are likely to be underrepresented in our workforce.

These include people from Black, Asian and Minority Ethnic backgrounds; disabled people and LGBTQ+ people and from women in our grades 9-11 roles.

The diversity of our community is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

You can read more about our commitment to Equality, Diversity and Inclusion here.

Our Strategy sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation **AccessAble** who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (resourcing@essex.ac.uk) for help.

Closing Date: 16 November 2026

Interviews are planned for: Expected W/C 23 November 2026

Expected start date: To be discussed at interview

University of Essex

JOB DESCRIPTION – Job ref REQ10402

Job Title and Grade:	Senior Education Quality and Policy Manager Grade 9
Contract:	Permanent, Full-time
Hours:	Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36 hours per week.
Salary:	£47,389 - £56,535 per annum
Department/Section:	Education and Student Services
Responsible to:	Chief Student Officer
Reports on a day to day basis to:	Director of Education Quality and Governance
Responsible for:	Quality Managers Course Records Manager Quality Manager (Student Voice)
Purpose of job:	In this senior management role, you provide high level leadership and management support to the Director of Education Quality and Governance in delivering the responsibilities of the Education Quality and Governance team, with a particular focus on the development, operation and review of policy, procedure and processes in relation to the maintenance of academic standards and quality assurance in line with sector expectations, providing professional support for education development and curriculum innovation in support of University Strategy.

Duties of the Post:

The main duties of the post will include:

1. Leadership and management for colleagues supporting quality assurance and enhancement, including the impact of the student voice, curriculum development and management, with responsibility for effective team recruitment, induction, training, management and development.

2. Management of the University's preparation for, performance in and responses to external quality assessment and reviews by external agencies, including the Teaching Excellence Framework and other requirements of the Office for Students.

3. Manage the operation of the University's procedures for course approval, monitoring and review; and to support the development of system enhancements for course approval and curriculum management.

4. Management oversight for the development and delivery of a strategy for the Student Voice, including centralised management for an efficient and impactful module feedback process, and ensuring that feedback support quality assurance and enhancement and the effective operation of national surveys, such as the National Student Survey.

5. Oversee procedures for the maintenance and enhancement of course records; ensuring that annual course records-related processes are carried out efficiently and effectively.

6. Oversight for policy, procedures, contract and the centralised interface with External Examiners.

7. Preparation of policy updates, proposals and formal written reports for consideration by University committees

8. Expert advice to senior managers and other colleagues to influence developments and maintain awareness of external developments, and on the application of policies, procedures and processes in complex and non-standard cases.

Any other duties as may be assigned from time to time by the Chief Student Officer or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:
For a full description of the terms of appointment for this post please visit our website.

University of Essex

PERSON SPECIFICATION

JOB TITLE: Senior Education Quality and Policy Manager

Qualifications /Training

	Essential	Desirable
▪ A degree or equivalent level qualification / experience	☒	☐

Experience/Knowledge

	Essential	Desirable
▪ A record of success in a higher education leadership and management role	☒	☐
▪ Successful experience of team building, of motivating staff and developing a positive, high-performance culture	☒	☐
▪ An excellent understanding of UK Higher Education frameworks and relevant policy issues and their implications for the University, including demonstrable expertise in quality assurance and enhancement, experience of external quality regulation and the TEF, and substantial experience of developing and applying Higher Education policies and processes effectively	☒	☐
▪ Knowledge and expertise in academic governance and formal committee structures and of working within regulatory frameworks, and the application of complex policies and procedures	☒	☐
▪ Experience of balancing agreed principles and processes with appropriate flexibility for new or particular academic circumstances	☒	☐
▪ Experience of using student record systems to report against targets and objectives, and an appreciation of the role of IT systems in supporting business processes	☒	☐
▪ Experience of operating successfully across disciplinary/organisational boundaries to achieve positive outcomes	☒	☐
▪ Experience of developing and implementing successful operational plans, processes, policies and procedures	☒	☐
▪ Experience of operating effectively in a role requiring task prioritisation, meeting deadlines and working independently	☒	☐
▪ Experience of developing and managing budgets effectively	☐	☒

Skills/Abilities

	Essential	Desirable
▪ Ability to lead and motivate staff	☒	☐
▪ Excellent interpersonal skills including the ability to: establish productive working relationships with a wide range of people; deliver effective and authoritative advice; and work as part of a team	☒	☐
▪ Ability to draft clear, concise and well-directed reports and papers	☒	☐
▪ Efficient and well-organised, with experience of managing multiple tasks and projects effectively	☒	☐
▪ Good judgment and the ability to remain calm under pressure demonstrating high levels of resilience	☒	☐
▪ An ability to think creatively and innovatively, considering new ideas and successfully bringing them to fruition	☒	☐
▪ A confident IT user, with proficiency with Microsoft Office and online meeting and management tools	☒	☐

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	☒	☐

▪ A willingness and ability to travel across the UK to attend occasional meetings and events.	☒	☐

* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website www.gov.uk/skilled-worker-visa

University of Essex

ADDITIONAL INFORMATION

Education and Student Services Section

The job is part of our Education and Student Services Section of the Professional Services, a diverse team with a strong focus on impact. The Section provides centralised professional services leadership and management for centralised services and processes supporting students and the delivery of education across the University. Working collaboratively with Department Support Hubs and Faculties, other Professional Services, and the Students' Union, the Section is the focal point of professional expertise, leadership, management and development for the University's education portfolio and student experience, delivering services to students, graduates and staff across the academic cycle from the point of admission to graduation and beyond.

You may be asked to contribute your skills in other teams and sections. We ask all members of professional services to demonstrate a set of shared skills that you will see across our different roles and expertise. This enables us to work in an agile way. We respect professional expertise but by working collaboratively in this way we will be able to deliver the University strategic priorities.

General information

Informal enquiries may be made to Richard Evemy, Chief Student Officer (e-mail: re23485@essex.ac.uk). However, all applications must be made online.

The University has implemented adjusted working arrangements, with some individuals working on a hybrid basis. At the time of a job offer, remote and campus working, both now and in a business-as-usual context, will be discussed and considered on an individual basis, but you will be expected to be based within the UK.

Our Strategy

Please find a link to the University of Essex Strategy webpages below:
https://www.essex.ac.uk/about/university-strategy

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

Staff communities, networks and forums

We are proud to have a number of staff Networks including: Access Forum, Black Asian and Minority Ethnic community Staff Forum, Essex Women's Network, Global Forum, LGBTQ+ and Allies Community and Parent's Support Network.
Our Colchester campus based Faith Centre hosts regular services, meetings and events organised by our chaplains and faith representatives.

This document is produced by:

Resourcing Team
People & Culture

Updated: May 2022

University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Email: resourcing@essex.ac.uk

November 2026