Birkbeck
UNIVERSITY OF LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION



JOB DESCRIPTION

Job title: Quality Lead (Collaborative Provision)

Faculty/department: Academic Standards and Quality (part of the Education and Student Experience Directorate)

Reports to: Head of Academic Standards and Quality

Responsible for: Collaborative Provision Team

Grade: 8

CONTEXT AND PURPOSE OF THE JOB

The Quality Lead (Collaborative Provision) provides institutional leadership for the academic quality, standards, governance and regulatory oversight of Birkbeck's collaborative provision, covering both taught and research students. The role leads the development and delivery of the framework through which partnerships are proposed, risk-assessed, approved, implemented, monitored, reviewed, varied, renewed and, where necessary, suspended or brought to an orderly close.

Birkbeck's partnership portfolio includes domestic and international arrangements and may encompass validation, franchise and subcontractual delivery, transnational education, branch-campus or joint-venture activity, articulation and progression agreements, jointly delivered or awarded provision, study abroad and student mobility, and other models through which Birkbeck awards or learning opportunities are delivered with partners.

This is a senior management and leadership role within Academic Standards and Quality, reporting to the Head of Academic Standards and Quality. Working with senior academic and professional-services colleagues, the postholder ensures that partnership development and growth are supported by proportionate due diligence, clear academic governance, reliable management information and effective oversight of the student experience. The role protects Birkbeck's academic standards and awarding-body responsibilities while enabling partnership activity that supports its Education and Research Strategies and is educationally sound and operationally sustainable. The postholder leads the Collaborative Provision Team, contributes to the leadership of Academic Standards and Quality, and provides authoritative advice, training and assurance to committees, faculties, directorates and partner organisations.

MAIN DUTIES

1. Lead and manage the Collaborative Provision team within Academic Standards and Quality and contribute to the leadership of the wider ASQ area and Education and Student Experience Directorate as required.

2. Lead the strategic development of new collaborative provision opportunities and maintenance of the College's existing partnerships, including:

    - Overseeing the effective and consistent implementation of policies and processes that underpin regulatory and compliance requirements related to provision delivered in partnership both domestically and internationally.

    - Coordinating regular monitoring and review of the College's academic partnerships portfolio, in order to identify risks, and to provide expertise and recommend solutions to internal/external issues to ensure high quality account management and experience of existing academic partners. This will include development and maintaining of risk registers, development and delivery of any follow-up action plans.

    - Work in partnership with the Quality Team within academic standards and quality to ensure appropriate and proportionate arrangements are in place for periodic reviews and annual quality monitoring of collaborative provision and with the Student Voice Strategy Manager, to ensure appropriate mechanisms are in place to enable students to exercise their student voice.

    - Advise senior colleagues of sector regulatory and policy developments to ensure Birkbeck's practice is compliant with requirements

    - Work collaboratively with key internal stakeholders to provide guidance and establish robust workflows for delivering high quality student experience of students on Birkbeck programmes delivered by academic partners in the UK and abroad.

    - Ensuring adequate arrangements for collaborative provision involving students, including working closely with the International Partnerships Manager.

    - Ensure effective communication with colleagues across the College and the delivery of training in matters pertaining to academic quality and standards for provision delivered in partnership.

    - Ensure effective cross-University working and communication between the Collaborative Provision team and Faculty academic and professional services staff.

- Influence and facilitate changes to long-term policy procedures in order to embed collaborative provision activity across the institution and improve quality of provision for our international partnerships.

3. Support the Head of Academic Standards and Quality and working closely with the Quality and Regulations Manager by leading the strategic development of the College's quality framework for collaborative provision

    - Develop, refine, and implement policies and procedures governing collaborative provision, ensuring adherence to regulatory requirements.

    - Lead initiatives to harmonise institutional policies and procedures for collaborative provision with external regulatory frameworks, enhancing compliance and operational efficiency.

    - Ensure that the quality framework meets the College's obligations to the Office for Students, Consumer Markets Authority and is in line with good practice identified by the Quality Assurance Agency. Provide regular updates, information and training to staff across the College concerning collaborative provision.

4. Manage Study Abroad and student mobility frameworks for the College
    - Develop, refine, and implement procedures governing study abroad, ensuring adherence to internal and external requirements.
    - Provide regular updates, information and training to staff across the College who support study abroad for incoming and outgoing students.

5. Manage academic governance and arrangements for Collaborative Provision
    - Act as Secretary to Academic Collaboration Committee, planning meeting cycles, content and follow up with the DVC Education and Student Experience/Director of Education Strategy.
    - Work with senior colleagues to ensure appropriate oversight and reporting of actions is conducted and directed to senior College Committees and Boards.

6. Contribute to ASQ/Education and Student Experience Directorate's other areas of responsibility to support an effective service, as required.

    - Deputise for the Head of Academic Standards and Quality or other senior staff as required.

- Contribute to developing ASQ's work portfolio and lead on any specific projects to achieve this.
- Manage relevant collaborative provision budgets.

Please note this job description reflects the core activities of the role and, as the College and the post holder develops, there will inevitably be changes in the emphasis of duties. It is expected the post holder will recognise this and adopt a flexible approach to work and to participate in training.

WORKING RELATIONSHIPS AND CONTACTS

This post will include daily contact with colleagues in the Academic Standards and Quality Office, the wider Education and Student Experience Directorate, Registry and External Relations. It will require particular relationships with senior staff in managing the role's portfolio of responsibilities.

The Quality Lead (Collaborative Provision) works in partnership with staff across the College, providing daily advice and support to staff.

DIMENSIONS

Planning and delivering a College-wide service to all students as lead for collaborative provision. Representing the College in external networks and fora pertaining to the Service area. Contributing to the Education Directorate's leadership. Managing a team.

GENERAL RESPONSIBILITIES – Universal to all Birkbeck roles

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with Birkbeck's data protection policies, and relevant current data protection legislation.

PERSON SPECIFICATION

Candidates will be able to demonstrate the following:	**Essential/ desirable**
KNOWLEDGE	
A thorough knowledge and understanding of key areas of quality assurance of collaborative provision in a higher education context, especially data-driven approaches to quality.	Essential
A thorough knowledge and understanding of the regulatory requirements pertaining to provision delivered in partnership quality assurance (OfS, QAA and CMA).	Essential
Knowledge of sector developments in relation to domestic and international collaborative provision, ideally including transnational education and its regulatory frameworks.	Essential
TECHNICAL AND/OR WORK-BASED SKILLS	
Excellent IT skills, including standard Microsoft Office Programmes	Essential
Substantial experience of drafting policy documents, regulations and reports	Essential
Ability to undertake due diligence and risk assessments for a wide range to prospective collaborative provision arrangements and formulate detailed reports and recommendations to key stakeholders across all levels of the institution.	Essential
GENERAL SKILLS AND ATTRIBUTES	
Pro-active attitude in identifying, diagnosing and resolving problems including at speed and under pressure.	Essential
Ability to work with discretion, impartiality and to uphold exemplary standards of behaviour consistent with someone handling complex and sensitive matters/	Essential
The ability to manage internal and external relationships in a positive and proactive way including developing important partnership networks.	Essential
Cultural awareness and sensitivity, particularly in working with international partners.	Essential
EXPERIENCE	
Significant and demonstrable experience of quality assurance procedures in relation to academic partnerships in higher education in one of the UK nations.	Essential
Experience of policy drafting and maintaining a regulatory framework	Essential
Experience of partner liaison at all stages of collaborative provision, including initial scoping to partner maturity and teach out arrangements.	Desirable
Experience of leading and managing a team.	Desirable
QUALIFICATIONS	

First degree or relevant equivalent professional experience	Essential

FURTHER INFORMATION

Salary: £52,747 rising to £62,075 per annum.

The salary, as shown above, is on the College's London pay scale, which includes a consolidated weighting/allowance, which applies only to staff whose normal contractual place of work is in the Greater London area.

Hours: 35 hours per week – Full time.

Working pattern: Monday to Friday 9-5pm. A flexible and hybrid working pattern can be discussed and agreed with the successful candidate although the expectation is at least two days per week will be in the Birkbeck offices in Bloomsbury, London. The postholder needs to be on campus to attend meetings, training and events and to engage with colleagues across the institution in person as and when required.

Probation period: 6 months

Duration of post: Open-ended

HOW TO APPLY

Closing date: Wednesday 9 December.

Interview arrangements: Interview date: Thursday 17th December 2026.

The selection process will involve:

- A panel interview
- A presentation

Start date: To be confirmed following interview.

To apply for this position please go to our online recruitment portal.

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV, which can be uploaded.

If you would like to know more about the role, please contact Casey O'Connell, Head of Academic Standards and Quality: c.oconnell@bbk.ac.uk

RIGHT TO WORK IN THE UK

This post is not eligible for sponsorship. Successful applicants will need to demonstrate their right to work in the UK.

HELP AND ASSISTANCE

If you are having difficulties accessing the recruitment portal, please email jobs@bbk.ac.uk.

OUR COMMITMENT TO EQUALITY AND DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner.

The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the 'positive about disability' Disability Confident scheme and will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall's Diversity Champions.