



1. Job Specifics

Job Title:	Advanced Practice Coordinator
Reports to:	Associate Dean
Location:	
Division:	
Department:	QA Higher Education

2. About the role

Role Purpose	<ul style="list-style-type: none">• To coordinate the allocation of Advanced Practice Students on Ulster University Postgraduate courses to academic supervisors for Advanced Practice modules• To identify gaps in Advanced Practice supervisors, identifying recruitment needs• To assist with workshops (staff and student) related to Advanced Practice modules• To develop and maintain administrative processes and records regarding the coordination and marking of Advanced Practice Modules
Duties & Key Responsibilities	<ul style="list-style-type: none">• To allocate Advanced Practice students to relevant academic supervisors for Advanced Practice Modules• To create a database of Advanced Practice supervisors, building up a profile of their specialisms and interests to assist with the allocation of supervisors to students• To plan, prepare, teach/deliver workshops related to Advanced Practice modules, both for staff and students• To liaise with the relevant Course Managers and Associate Deans as well as other QAHE teams,

	<p>particular the Compliance, Careers and Programme Administration teams, regarding structure and support for Advanced Practice Students.</p> <ul style="list-style-type: none"> • Provide guidance, support and tutorship for student groups, academic staff and individuals as appropriate. • To meet partnership and internal quality assurance processes in relation to programmes • To develop and grow relationships with partnership organisations. • To deliver teaching and effective management of QAHE modules where required. • Supervise students when required • Carry out administration duties as required. • Maintain personal and professional development in line with agreed appraisal and development programme in order to enhance personal knowledge and contribution to relevant activities. • Contribute to the wider business through sharing of best practice with the wider academic community and supporting or driving business development opportunities.
KPIs & SLAs	<p>Market Development –</p> <ul style="list-style-type: none"> • Identify new programmes and/or development of existing programmes • Ensure current programmes fit for purpose <p>Team Performance –</p> <ul style="list-style-type: none"> • Effective team working skills • Meeting internal QA and QAA standards • Achieving the required assessment and delivery criteria for each cohort • Achieving the required progression for each cohort • Delivery of the department’s KPIs <p>Personal Effectiveness –</p> <ul style="list-style-type: none"> • Expertise in subject area • Ability to use a range of learning and teaching approaches • Ability to use a variety of assessment techniques • Communication • Deliver to deadlines • Appropriate level of knowledge and skills to enable personal contribution to enterprise/professional

	<p>practice activities</p> <ul style="list-style-type: none"> • Compliance of internal policies and procedures • Compliance of external policies and procedures • Willingness to engage in the development of the Business School student experience
Key Working Relationships	<p>Internal</p> <ul style="list-style-type: none"> • To collaborate with all QAHE staff • Build rapport and respect within your team • Build and maintain good working relationships with all internal colleagues <p>External</p> <ul style="list-style-type: none"> • Build strong relations with students • Build strong external communication lines with partners and other external stakeholders • Manage and expand key relationships with external representatives.

<h3>3. About You</h3>	
Skills & Abilities	<ul style="list-style-type: none"> • Planning, organising and delivery skills • The ability to take responsibility and to work to deadlines • Structured and clear communication skills • In a range of learning and teaching approaches • In a variety of teaching assessment techniques • Confident and self-motivated • Well organised and methodical
Experience	<ul style="list-style-type: none"> • Post Graduate Qualification • Relevant teaching qualification HEA or demonstrate teaching experience with a commitment to achieving the required Professional Standards for teaching. • Expertise in subject area in one or more of the following areas Business and Management / Finance / IT • Student Project Supervision and Student Placement experience preferred but not essential • Ability to use a range of learning and teaching approaches
Knowledge	<ul style="list-style-type: none"> • Appropriate level of knowledge and skills to enable personal contribution to enterprise, professional practice activities • Understanding of QA at HE level

	<ul style="list-style-type: none"> • Communication with a team environment. • Planning, organising and delivery on HE programmes
Personal Attributes & Other Requirements	[detail the personal attributes you're looking for in the role holder, as well as detailing any other requirements, i.e. willingness to undertake a DBS check prior to formal start date being confirmed]

<h2>4. About QA</h2>	
About Us	<p>QA is one of the largest learning services organisations in the UK, developing skills and capabilities for everyone from apprentices to business leaders. Headquartered in London, but with a nationwide network of state-of-the-art training centres, QA Group is comprised of four fast-growing divisions- QA Learning, QA Apprenticeships, QA Consulting and QA Higher Education- all of which deliver innovative and cutting edge skills solutions to UK organisations.</p> <p>At QA, we are proud to help people and businesses transform their performance through learning; we offer a complete range of business and IT training. With training centres throughout the UK, QA delivers an exceptionally broad training curriculum to meet the needs of individuals and corporate businesses. Our award-winning teams of learning professionals are amongst the best in the world, each with extensive experience and a proven track record of delivering the skills that transform performance and ensure lasting benefits.</p>
The Division You'll Be Working In	<p>QAHE:</p> <p>QAHE is a private UK higher education provider working in partnership with universities, colleges and education specialists in the UK to recruit, market and deliver a range of programmes from foundation level, to undergraduate and postgraduate degrees. We partner with the following institutions in the UK:</p> <ul style="list-style-type: none"> • Northumbria University • Ulster University • University of Roehampton • Middlesex University • Solent University <p>We currently teach over 4,000 students from all over the world, graduating over 1000 students in 2017 and providing over 30,000 hours of teaching per year across five UK locations.</p>
QA Values	<ul style="list-style-type: none"> • Integrity - We will: Be open and honest. Have trust and respect for each other. Act in the best interests

	<p>of the whole business. Share knowledge and experience.</p> <ul style="list-style-type: none"> • Commitment – We will: Deliver our obligations to clients and colleagues. Take individual responsibility and be proactive in delivering what we promise. Champion equality, diversity and inclusion. Support our communities and protect the environment. • Service – We will: Understand our clients and exceed their expectations. Provide exceptional value. Deliver the highest quality service. Strive to continually improve and enhance our services.
Benefits Offered With This Role	<p>[the following list to be amended to reflect the specific benefits offered for this role:]</p> <ul style="list-style-type: none"> • 25 days holiday (rising to 28 days after 5 years) – with the ability to buy more holiday days • Pension scheme – we will contribute up to a maximum of 3% of your basic salary • Life Assurance (4x your basic salary) • 2 days paid Charity Days – QA will also double any sponsorship money raised up to £250 • 3 additional training days to focus on things you're interested in • Season ticket loan • Discounted gym membership • Cycle to work scheme • Group Income Protection • Voluntary Private Medical Insurance • Childcare Vouchers • Flu Jab Vouchers