



# JOB DESCRIPTION

| 1. Job specifics |                    |
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| Job Title:       | Programme/s Leader |
| Reports to:      | Associate Dean     |
| Location:        | QAHE               |
| Department:      | Academic           |

| 2. About the role     |  |
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| What you'll be doing? | To be responsible for leadership and academic delivery/development of an HE programme/s in conjunction with a partner university. To ensure compliance with academic standards, high quality student experience and building a high calibre academic programme/s team.   |
| Key Responsibilities  | <ul style="list-style-type: none"> <li>• To initiate and lead the academic delivery and development of the programme/s in conjunction with the Associate Dean, Dean of Faculty and Executive Dean;</li> <li>• To implement the University's academic and quality assurance policies and procedures, to be accountable for academic standards including ensuring the standards of internal and external validating and accrediting bodies are met;</li> <li>• To lead and support the academic teams and establish a coherent approach to the delivery of the programme/s and academic/pastoral support for students;</li> <li>• To lead and co-ordinate the academic administration of the Programme/s, including keeping Programme/s Specifications up to date and monitoring of assessment loads;</li> <li>• To manage staff performance against key performance measures, undertake teaching observation, standardisation of assessment and identify staff development plans;</li> <li>• To monitor and review students' achievement/progression and implement additional support mechanisms as appropriate;</li> <li>• To improve established and develop learning and teaching approaches to support student achievement and experience;</li> <li>• To establish and maintain a collaborative relationship with partner University counterpart;</li> <li>• To plan, prepare, teach/deliver modules and support student's learning and achievement;</li> </ul> |

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|                                  | <ul style="list-style-type: none"> <li>• To undertake a programme of scholarly activity to ensure currency with academic discipline and teaching/learning approaches;</li> <li>• To chair committees associated with the Programme/s;</li> <li>• To attend examination boards and be available to meet with external examiners;</li> <li>• To assist in initiatives in support of student recruitment and retention on the Programme/s, working as needed with the Campus Recruitment Team;</li> <li>• Contribute to the wider business through sharing of best practice with the wider academic community and supporting or driving business development opportunities.</li> </ul>  |
| <p>KPIs &amp; SLAs</p>           | <ul style="list-style-type: none"> <li>• In conjunction with the partner University team, Dean of Faculty and Associate Deans to establish the academic strategy for the programme/s</li> <li>• Work with the Associate Dean and Dean of Faculty to agree and measure team goals and objectives</li> <li>• To assist where required with the recruitment of qualified and experienced academic staff and ensure an induction has been carried out for any staff teaching on the programme/s</li> <li>• Responsible for contributing to the development of staff, own personal development and scholarly activity plans</li> <li>• Oversight of student experience on the programme/s</li> <li>• Annual monitoring of the programme/s and implementation of action plans</li> <li>• Monitor and meet agreed KPIs including students' progression and achievement</li> <li>• Communication of company policy and best practice to the teaching and support teams</li> <li>• Meet all internal and external Quality Assurance process and procedures</li> </ul> |
| <p>Key Working Relationships</p> | <p><b>Internal</b></p>   |

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|  | <ul style="list-style-type: none"> <li>• To collaborate with all QAHE staff</li> <li>• Build rapport and trust within your team</li> <li>• Build and maintain good working relationships with all internal colleagues</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Build strong relations with students</li> <li>• Build strong external communication lines with partners and other external stakeholders</li> <li>• Manage and expand key relationships with external representatives e.g. professional and HE networks</li> </ul> |
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### 3. About You

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| Skills & Abilities | <ul style="list-style-type: none"> <li>• Planning, organising and delivery skills across a programme/s of study</li> <li>• The ability to take responsibility and to work to deadlines</li> <li>• Structured and clear communication skills</li> <li>• The ability to increase personal knowledge of developments and research in own subject/professional/pedagogical area</li> <li>• Mentoring, Training and Coaching abilities</li> <li>• Confident and self-motivated</li> <li>• Well organised and methodical</li> </ul> |
| Your Experience    | <ul style="list-style-type: none"> <li>• HE Programme/s management experience in related subject area - essential</li> <li>• Lecturer experience in the HE sector - essential</li> <li>• Experience of supporting international students - highly desirable</li> <li>• Mentoring/Training experience - highly desirable</li> </ul>  |
| Your Knowledge     | <ul style="list-style-type: none"> <li>• How to plan, organise and deliver high quality HE programme/ss in related subject areas</li> <li>• Understanding of QAA Quality Code</li> <li>• Strong understanding of the HE market place.</li> <li>• Experience of working in a partnership with UK HEIs</li> <li>• Familiar with current developments in research and</li> </ul>   |

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|                         | scholarship  |
| Your Qualifications     | <ul style="list-style-type: none"> <li>• Master’s degree or equivalent</li> <li>• Bachelor’s degree or equivalent - essential</li> <li>• Doctorate (or close to completion) - desirable</li> <li>• HEA Fellowship - desirable</li> <li>• Membership of Accounting Professional Body - desirable</li> </ul>                       |
| What you’ll bring to QA | <ul style="list-style-type: none"> <li>• Managing time effectively through good time management, prioritising work to meet demands of both students and business.</li> <li>• Balancing short term focus and success with success in the longer term objectives and strategies</li> <li>• Advance DBS checks required.</li> </ul> |

#### 4. About QA

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| About us         | <p>We shape the next generation of technologists, leaders and innovators.<br/>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p><b>Why we do learning</b><br/>For over 30 years, we’ve worked in technology - where the impact of great learning is changing the world.<br/>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.<br/>Driving this revolution? People.<br/>And this is where we come in.<br/>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.<br/>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p> |
| We promise to be | <p><b>Bold</b></p> <ul style="list-style-type: none"> <li>• Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards.</li> <li>• We contribute (insightfully) to the debate inside and outside QA.</li> </ul>  |

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|                         | <ul style="list-style-type: none"> <li>• We move. Quickly. We respond to your needs - fast.</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• We spend time getting to know you - our learners and our customers - to earn your trust.</li> <li>• We connect a solution to your problem - we have tonnes of different services to help you.</li> <li>• We're the positive person who actively gets stuck in to solving problems.</li> </ul> <p><b>Progressive</b></p> <ul style="list-style-type: none"> <li>• We embrace change - and support it.</li> <li>• We challenge ourselves to use the latest technologies and methods - no matter how out there.</li> <li>• We're curious - about what you do, about what the person next to you does, about our customers and our learners.</li> </ul>   |
| <p>What's on offer?</p> | <p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for <b>3 Training Days</b> every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid <b>Charity Days</b> each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) - with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> <li>• Season ticket loan</li> <li>• Corporate gym membership</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• Cycle to work scheme</li></ul> |
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