



JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Academic Programmes Manager (Manchester)
Reports to:	Head of Department (Manchester)
Location:	Manchester Campus
Department:	Academic

2. ABOUT THE ROLE	
What you will be doing?	<p>To be the Academic Programmes Manager for Business and Management programmes running at the Manchester campus. The Academic Programmes Manager will assist in liaising with the various programme managers and programme coordinators in London to ensure communication flows well and consistently between campuses. The Academic Programmes Manager will be required to organise and conduct a variety of Manchester-based campus meetings in conjunction with the Programme Leaders in London and the Quality Assurance team, which will be an important duty. The Academic Programmes Manager will be the key contact for programmes at the Manchester campus and will be required to have excellent communication skills in order to deliver outstanding programmes and student experience.</p>
Key Responsibilities	<p>To be responsible for leadership and academic delivery/development of undergraduate degree programmes. To ensure compliance with academic standards in order to provide a high quality student experience through a high calibre academic team.</p> <ul style="list-style-type: none"> • Programmes Lead for Manchester undergraduate programmes where Programme Leader is London Based • Outstanding communication skills ability to communicate with students, staff, managers and all other stakeholders effectively • High levels of commitment required to lead programmes successfully in conjunction with Programme Leaders • Problem solving skills, able to resolve day-to-day student and staff related queries • Ability to focus on maintaining the smooth running of programmes in Manchester • Line management responsibility of academic staff at the Manchester campus <p>Other programme duties involve:</p> <ul style="list-style-type: none"> • Resolving student matters, chairing and attending programme related meetings where required. • Being proactive and able to pre-empt student needs

	<ul style="list-style-type: none"> and have effective communication • Conducting attendance meetings • Conducting academic misconduct meetings • Effective and efficient academic and operational delivery of programmes • Oversight of the student experience on programmes • Development and maintenance of a positive relationship with the partner university • Support to maintain academic standards and progression • Compliance with all University, BC, QAHE and QAA standards • 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; • Improve established and develop learning and teaching approaches to support student achievement and experience • Module leader responsibilities • Plan, prepare, deliver an allocation of teaching on modules within the faculty
<p>KPIs & SLAs</p>	<ul style="list-style-type: none"> • To resolve student matters, chair and attend programme related meetings where required. • To be proactive and able to pre-empt student needs and use effective communication • To conduct effective attendance meetings with students • To conduct academic misconduct meetings • To ensure the effective and efficient academic and operational delivery of programmes • To ensure an excellent student experience on programmes at the campus • To develop and maintain a positive relationship with the partner university • To support the maintenance of academic standards and progression • To ensure compliance with all University, BC, QAHE and QAA standards • 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; • To improve established and develop learning and teaching approaches to support student achievement and experience • Module leader responsibilities • To effectively line manage academic staff where allocated • To plan, prepare, deliver an allocation of teaching on modules within the faculty • In conjunction with the partner University team, Dean of

	<p>Faculty and Associate Deans to establish the academic strategy for the programme</p> <ul style="list-style-type: none"> • To assist if needed with the recruitment of academic staff and/or induction • To contribute to the development of staff, own personal development and scholarly activity plans • To assist in the annual monitoring of the programme and implementation of action plans • To monitor and assist in meeting agreed KPIs relating to students' progression and achievement on programmes at the campus • To communicate company policy and best practice to the teaching and support teams where helpful
<p>Key Working Relationships</p>	<p>Internal</p> <ul style="list-style-type: none"> • To collaborate with all QAHE staff • Build rapport and trust 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 <p>Manage and expand key relationships with external representatives e.g. professional and HE networks</p>

<h3>3. ABOUT YOU</h3>	
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Planning, organising and delivery skills across a programmes of study • The ability to take responsibility and to work to deadlines • Structured and clear communication skills • The ability to increase personal knowledge of developments and research in own subject/professional/pedagogical area • Mentoring, Training and Coaching abilities • Confident and self-motivated • Well organised and methodical
<p>Your Experience</p>	<ul style="list-style-type: none"> • Significant programme management experience at Undergraduate level - essential • Significant HE management experience - essential • Significant lecturing experience in the HE sector - essential • Experience of supporting international students - highly desirable • Mentoring/Training experience - highly desirable
<p>Your Knowledge</p>	<ul style="list-style-type: none"> • How to plan, organise and deliver high quality HE programmes in related subject areas • Understanding of QAA Quality Code • Strong understanding of the HE market place.

	<ul style="list-style-type: none"> • Experience of working in a partnership with UK HEIs • Familiar with current developments in research and scholarship • Experience of delivering UG programmes and supporting Level 3-7 students
Your Qualifications	<ul style="list-style-type: none"> • Undergraduate Degree and a Master's degree (or equivalents) - essential • PGCE / Fellowship HEA - highly desirable
What you'll bring to QA	<ul style="list-style-type: none"> • Managing time effectively through good time management, prioritising work to meet demands of both students and business. • Balancing short-term focus and success with success in the longer-term objectives and strategies. • Advance DBS checks required.

4. ABOUT QA	
About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>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>Why we do learning</p> <p>For over 30 years, we have worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the center 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.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p>
We promise to be	<p>Bold</p> <ul style="list-style-type: none"> ○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards. ○ We contribute (insightfully) to the debate inside and outside QA. ○ We move. Quickly. We respond to your needs - fast. <p>Collaborative</p> <ul style="list-style-type: none"> ○ We spend time getting to know you - our learners and our customers - to earn your trust. ○ We connect a solution to your problem - we have tones of different services to help you. ○ We are the positive person who actively gets stuck in to solving problems. <p>Progressive</p> <ul style="list-style-type: none"> ○ We embrace change - and support it. ○ We challenge ourselves to use the latest technologies and methods - no matter how out there. ○ We are curious - about what you do, about what the person next to you does, about our customers and our learners.

<p>What's on offer?</p>	<p>Learning is not just a service we provide, it is 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 3 Training Days every year, to focus on subjects they are interested in.</p> <p>We also know that many people like to “give back” and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. In addition, if you get involved in charity fundraising, QA will 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"> ○ Season ticket loan ○ Corporate gym membership ○ Cycle to work scheme
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