

QA

**JOB
DESCRIPTION**



1. JOB SPECIFICS	
Job Title:	Deputy Programme Manager – DAG5
Reports to:	Associate Dean / Head of Department
Location:	
Department:	Academic

2. ABOUT THE ROLE	
What you'll be doing?	<p>Assisting the programme manager in leadership and academic delivery/development of one or more degree programmes.</p> <p>Responsible for ensuring the program complies with academic standards, provides a high quality student experience as well as cultivate a high calibre academic team.</p>
Key Responsibilities	<p>Support the Programme manager in the day-to-day running of the programme/s</p> <p>Act as a point of contact for Heads of Years and Module Leaders on the programme/s where required</p> <p>Support the effective delivery of the management of the degree programmes</p> <p>Ensure all key academic processes associated with delivery of the programme are completed in accordance with university policy and best practice</p> <p>Co-ordinate and plan delivery of the programmes</p> <p>Management the academic and operational relationship with the university</p> <p>Implement the University's academic and quality assurance policies and procedures, and to be accountable for academic standards</p> <p>Monitor and review student's achievement/progression and implement additional support mechanisms when appropriate</p> <p>Develop and promote learning and teaching approaches to support student achievement and experience</p> <p>Manage staff performance against key performance measures, undertake teaching observation where required, help oversee the standardisation of assessment and identify staff development plans as needed</p> <p>Assist with preparation for exam boards</p>

	<p>Liaise with Heads of Year and Module Leaders and Lecturers regarding delivery, assessment, marking and management of the modules</p> <p>Organise and conduct inductions for the programme/s where needed</p>
KPIs & SLAs	<p>Achievement of team goals and objectives</p> <p>Performance of students on modules on the programme/s</p> <p>Induction success across the programme/s</p> <p>Appropriate development of staff and own personal development</p> <p>Standard of annual monitoring on the programme and implementation of action plans</p> <p>Monitoring and meeting expectations for students' progression and achievement</p> <p>Meeting all internal and external Quality Assurance process and procedures</p>
Key Working Relationships	<p>Internal</p> <p>Collaborate with all QAHE staff</p> <p>Build rapport and trust within the team</p> <p>Build and maintain good working relationships with all internal colleagues</p> <p>External</p> <p>Build strong relations with students</p> <p>Build strong external communication lines with partners and other external stakeholders</p> <p>Manage and expand key relationships with external representatives e.g. professional and HE networks</p>

3. ABOUT YOU

Skills & Abilities	<p>Planning, organising and delivery skills across a programme of study</p> <p>Confident communicator with ability to collaborate effectively with academic team members and cross-functional teams within set timeframes.</p> <p>Adaptable mind-set – able to improve personal knowledge of developments and research in own subject/professional area</p> <p>Mentoring, Training and Coaching abilities</p> <p>Confident and self-motivated</p> <p>Well organised and methodical in approach to work.</p>
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Your Experience	<p>Significant Lecturer experience in HE sector</p> <p>Experience in supporting the needs of international students</p> <p>Extensive mentoring/training experience</p> <p>Leadership experience with HE Sector</p>
Your Knowledge	<p>How to plan, organise and deliver high quality HE programmes in related subject areas</p> <p>Understanding of QAA Quality Code</p> <p>Strong understanding of the HE market place</p> <p>Experience of working in a partnership with UK HEIs</p> <p>Familiar with current developments in research and scholarship</p>
Your Qualifications	<p>Undergraduate degree and Master's/or equivalent experience</p> <p>HE Programme Management experience</p> <p>Doctorate or close to completion of a Doctorate – essential (if AACSB compliant programme) or desirable (if non-AACSB compliant programme)</p> <p>PGCE / Fellowship HEA – highly desirable</p>
What you'll bring to QA	<p>Positive attitude towards supporting the student journey and their needs</p> <p>Confidence and high levels of self-motivation</p> <p>A willingness to work in a team</p> <p>A willingness to be self-critical, reflect and self-develop</p> <p>Willingness to undertake a DBS check prior to formal start date being confirmed</p>