

Job Description and Person Specification

Quality Executive March 2025

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1. Purpose and Values

1.1 Purpose

<p>Our purpose is:</p> <p>Breaking down barriers together.</p>

1.2 Values

<p>Our values are:</p> <p>Dare to be different</p> <p>Make it happen</p> <p>Don't be mean</p>

2. Job Description

Job Title:	Quality Executive
Salary:	<p>Grade 1: £25,980 - £36,480 per annum</p> <p>Salary upon appointment will be dependent on experience and agreed within the range £30,480 and £33,480 per annum</p>
Hours of Work:	<p>37.5 hours per week</p> <p>Monday to Friday 08.00 to 18.00 [Non-contractual flexible working scheme applies]</p>
Working from home:	<p>At the line manager's discretion, the postholder may be permitted to work from home one day a week; this is subject to the postholder completing a satisfactory risk assessment of their home workstation and working environment</p>
Holidays (Paid):	<p>25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays</p>
Pension:	<p>Contributory pension scheme</p> <p>Full details are available from the Finance Department</p>
Main purpose of the role:	<p>Undertake the role of Quality Executive within the Quality Department</p> <p>Note: The post holder may be required to undertake tasks outside of the Job Description and this may require the post holder to work outside their own Department</p>
Reporting to:	<p>Head of Quality</p>
Location:	<p>7 Bedford Square, London, WC1B 3RA</p>

2.1 Main Tasks

The main tasks of the job are:

- Ensure all tasks are undertaken within the spirit of the Institute's purpose and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- For all activities within the remit of Quality's function, ensure compliance with the Articles of Association, the Corporate and Academic Governance Framework, and any regulations, policies and procedures.
- For all activities within the remit of Quality's function, ensure achievement of the Expectations of the OfS Ongoing Conditions of Registration that relate to standards and quality, driving improvement and enhancement.
- Provide a secretariat function for committees, and (if required) working groups and other ad hoc meetings.
- Assist the Head of Quality in implementing the Annual Monitoring and Evaluation Procedures.
- Provide a secretariat function for programme approval and modification, and act as the custodian of, for example, programme specifications and module specifications.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Maintain up-to-date records of quality assurance activities, ensuring accuracy and accessibility.
- Contribute to the preparation of reports for internal committees and external bodies, ensuring high-quality documentation.
- Support initiatives to enhance student engagement with quality assurance and improvement processes.
- Assist with the deployment, analysis, and reporting of student surveys to gather feedback on academic and student experience matters.
- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information relating to students with any third party without the Line Manager's express permission.
- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).
- Provide guidance to academic and professional services staff on quality assurance policies and processes.

The above is not an exhaustive list of tasks as the role may change to meet the Institute's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.

3. Person Specification

3.1 Essential criteria

3.1.1 Qualifications

- Undergraduate degree or equivalent professional qualification/experience.

3.1.2 Experience and attributes

- Experience of setting the agenda, taking minutes and tracking actions through an action tracker for committees and forums.
- Experience of implementing document control procedures for the review of documents and their safe custody.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, Excel, PowerPoint and Outlook; SharePoint; and Microsoft Teams).
- Ability to use Student Management Systems (e.g. Oracle on Demand, SITS).
- Excellent writing, communication and interpersonal skills.
- Ability to engage and work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.
- Ability to manage change and adapt to a fast-changing environment.

3.1.3 Personal qualities

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.
- Commitment to living the Institute's values: Be inclusive; Be curious; Show courage; Make things happen; and Don't be mean.
- Enthusiasm and empathy for the Institute's Purpose.
- Genuine commitment to equal opportunities, widening participation and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining a high attention to detail.

3.2 Desirable criteria

3.2.1 Qualifications

- Postgraduate degree or equivalent professional qualification.

3.2.2 Experience and attributes

- Experience of working within an academic environment (preferably a Quality department or equivalent).
- Experience of quality assurance and enhancement in a Higher Education setting.
- Experience of delivering staff training.

3.2.3 Personal qualities

- None

3.3 Guaranteed Interview Scheme for applicants with a disability and other related information

We actively encourage applications from persons with a disability. If an applicant with a disability meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, to obtain documentation in a different format, to ask for support or to discuss any issues around reasonable adjustments, in the first instance, please contact Antony Charles, Head of People and Development at antony.charles@bil.ac.uk.

Please refer to our Staff Recruitment and Development Policy for further information