Job Description – Senior Manager, Learning and Quality Enhancement

About the Role

This post contributes to and supports the development and implementation of the Faculty’s quality, learning and teaching priorities in support of the University’s mission.

You will work closely with the Faculty’s Associate Deans, Teaching Directors, Heads of Student Experience and other academic-related colleagues within FBL and other related units to improve the quality of the student learning experience, enhance the use of data in analysing and reporting on quality at module, qualification and programme levels and support the sharing of good practice both within the Faculty and the wider university setting.

You will also lead on the implementation, dissemination and management of faculty-identified university and faculty strategies, guidance and frameworks to ensure coordinated activity towards quality assurance and enhancement is being adopted across the faculty.

Key Responsibilities

1. Manage the quality enhancement and analytics activities for Boards of Studies and the Faculty’s Teaching Committee (in collaboration with Teaching Directors and Heads of Student Experience) and manage the evaluation and reporting of quality activities.
2. Review the quality and performance of curriculum in support of attaining retention and progression targets and to deliver improvements in the student experience.
3. Support the provision of academic staff development including induction and training in the use of learning analytics in learning design.
4. In conjunction with the relevant Associate Dean, be responsible for the development, dissemination and ongoing management of policies, guidance frameworks and initiatives related to the teaching and learning innovation aspects of the portfolio(s).
5. Project manage and co-ordinate projects to improve and enhance quality with respect to the relevant Associate Dean’s portfolio strategy, and working with the relevant AD, be responsible for end to end project management where appropriate.
6. Manage the Faculty’s enhancement of Study Sites, interface with academic leads and Programme Managers where appropriate to ensure policy adherence and the strategic development and exploitation of the sites. Act as the liaison with LDS when necessary on strategic initiatives in this regard.
7. Provide secretariat leadership, support and guidance as Secretary to the Teaching Committee (TC) and to any of its working or sub-groups, ensuring that all its functions are fit for purpose and achieve agreed objectives and outputs.
8. Line manage and support up to two academic-related and support staff, advising on staff development and undertaking staff appraisals (CDSAs).
Skills and Experience

Essential

- A first degree in any subject, or equivalent background education, or work experience at a comparable level.
- Excellent oral and written communication skills, including the ability to interpret policy and complex data and disseminate effectively to a wide range of audiences.
- Relevant project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands.
- Ability to manage competing demands to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure.
- Effective team working and interpersonal skills, with the ability to lead and work co-operatively and responsively, to work flexibly across boundaries and to demonstrate commitment to Diversity principles and practice.
- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict.
- Ability to introduce and assimilate ideas for change, assess their feasibility and take responsibility for their implementation.
- Ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment.

Desirable

- A professional and/or postgraduate management qualification.
- Previous line management experience.