

U80147

Assistant Academic Policy Manager

UNIVERSITY SERVICES

SENATE OFFICE

Management Professional & Administrative

GRADE 7

Job Purpose

To support the Assistant Director of Senate Office in the management of the functional area of educational policy and review including the provision of informed advice and support in policy delivery, interpretation and review; managing key tasks and projects associated with the formulation and development of educational policy across the University; to provide professional support in other areas as required.

Main Duties and Responsibilities

1. Directly support the Assistant Director of Senate Office with progressing learning and teaching initiatives resulting from EdPSC and the Learning & Teaching Strategy.
2. Contribute directly to the management of the University's compliance with the elements within SFC's external quality enhancement framework to ensure that the University's internal quality framework is in alignment, and its staff and students are informed in order to achieve the best outcome for the University at external institution-level review.
3. Contribute directly to the development and or review of educational policies and procedures (including quality assurance and enhancement) and assist with their implementation, with guidance from senior staff and others.
4. Provide direct advice and support to staff and students of the University on aspects of the University's educational policies, procedures and practices and their development to ensure accurate information on these is available to the University community.
5. Provide secretariat support of the highest quality for Senate committees and working groups to ensure the effective operation of these committees.
6. Manage central information relating to programmes accredited by professional and statutory bodies to ensure any concerns relating to academic standards or quality assurance are resolved and reported to the Academic Standards Committee and the Funding Council.
7. Jointly with the SRC, manage the University's Student Representation system, including the annual review and update of the Code of Practice on Student Representation and associated documentation. Co-ordinate the recording of the Student Representative role in students' academic transcript, the cumulative database of Student Representation and the analysis and annual reporting of statistics and developments.
8. Actively participate in the meetings and business of the Education Policy & Review Team and contribute to Team planning and resource management processes.

9. Carry out a range of sessional administrative duties with other members of Senate Office staff, in support of key activities of the Office, with a view to providing timely and accurate reports. Such activities include participation in Periodic Subject Review (PSR), culminating in the drafting of reports on behalf of review panels.

10. Carry out a range of ceremonial duties with other members of Senate Office staff, with a view to maintaining the public profile and prestige of the University. Such activities include participation in the several events of Commemoration Day.

11. Represent the University at meetings of national bodies and at conferences to keep up to date with national developments and to gain and share information, knowledge and working practices in the higher education context thereby contributing to personal and professional development.

12. Undertake other duties as are assigned by the Director of Senate Office or Assistant Director of Senate Office.

Knowledge, Qualifications, Skills and Experience

Knowledge/Qualifications

Essential

A1 First degree, or equivalent qualification.

A2 Good knowledge of the organisation and administration of higher education in the UK.

Desirable

B1 Good understanding of the quality assurance framework applicable to the Higher Education sector.

B2 Understanding of the University's internal quality assurance procedures including knowledge of the annual monitoring process.

B3 Good knowledge of mechanisms for student representation and student feedback.

B4 Knowledge of the structure and systems within the University of Glasgow.

B5 Awareness of Data Protection Act and Freedom of Information Act.

Skills

Essential

C1 Good interpersonal skills.

C2 Ability to interact successfully with all staff, including senior staff both internal and external to the University, and with students.

C3 Ability to show initiative and work pro-actively showing an appropriate level of responsibility.

C4 High degree of IT literacy.

C5 Ability to work independently and as a member of a team.

C6 A high standard of written and oral communication skills and good numeracy.

C7 Excellent organisational skills and the ability to work to tight deadlines.

C8 Attention to detail.

C9 Ability to facilitate change effectively.

C10 Good analytical and problem solving skills.

Experience

Essential

E1 Typically 3 years' relevant work experience with qualifications above, or 2 years' relevant experience with Higher Degree or evidence of progression and development, gained through 7-10 years' relevant work experience.

E2 Experience of clerking formal committees and drafting minutes and reports.

E3 Experience of academic administration and knowledge of higher education.

E4 Experience of operational management of systems relevant to specific field of work, in terms of functionality, capability, delivery of product/service and contribution to development.

E5 Good project management skills from development through to implementation and operational management in areas of strategic importance and significant impact on University procedures.

Job Features

Planning and Organising

- To plan, organise and manage workload effectively and efficiently ensuring that deadlines relating to the annual cycle of activities are achieved.
- To contribute to the planning process for the Team and for the Office as a whole.

Decision Making

- Advise staff, students and administrators on the meaning and application of policies and or procedures within areas of responsibility, either substantively or by seeking advice from others.
- Prioritise own workload, seeking advice from Team Leader when necessary.

Internal/External Relationships

- Consult with committee conveners on agenda, minutes and other committee business.
- Communicate closely with immediate colleagues in order to identify and address issues as they arise.
- Communicate by phone, e-mail and in person with Senate Office colleagues and others throughout the University, including Senior Management (e.g. Clerk of Senate and Vice-Principals).
- Participate in internal networks for the exchange of information and to form positive working relationships for future co-operation/collaboration.
- Advise students of the University, as necessary.
- Communicate with students and SRC Officers in relation to student representation matters and other Learning and Teaching initiatives.
- Communicate with colleagues externally within the higher education sector and other organisations.

Problem Solving

- Resolve issues quickly and find operational solutions to problems relating to own areas of activity.
- Monitor closely areas of activity in order to anticipate potential issues and prepare solutions/responses and contingency plans as appropriate.

Other

- Maintain confidentiality and handle information/data sensitively.