



Faculty Regulation and Governance Officer (Education)

Reference:	EHAA0507-0922
Salary:	£36,386 - £40,931 per annum Grade 8, Points 31–35
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Ormskirk
Accountable to:	Pro Vice-Chancellor & Dean of Faculty of Education
Reporting to:	Associate Dean: Students & External



About the Role

This is a key post located within the Faculty of Education focused on supporting the realisation of the Faculty's vision in relation to the quality and standards of the student experience, journey and curriculum. We are seeking a professional with strong attention to detail confident and knowledgeable in relation to HE policy and regulation and someone who is proactive, solution focused and with strong skills in influencing and leading others.

This is a senior role within the Faculty and is in place primarily:

- To develop effective relationships with academic departments to provide an authoritative point of reference on the University's quality assurance processes, for example, new programme validations, monitoring and curriculum review. This will include:
 - a) providing advice and guidance to academic and professional services staff.
 - b) gathering information, drawing conclusions and acting upon them appropriately.
- To manage all Faculty Governance processes, with a specific focus on the functioning of all formal committees and boards.
- To maintain an up-to- date knowledge and understanding of developments in the field of regulation, quality and standards.
- To significantly contribute to the University's focus on quality and standards by engaging in analysis, critical review, strategic planning, initiation of change and implementation of improvements.

To liaise, as required, with external agencies, such as Professional, Statutory and Regulatory Bodies and report on developments.



Duties and Responsibilities

1. To develop Faculty quality and standards systems and processes, providing specialist expertise and advice to senior academic colleagues and ensuring compliance with the University and regulators.
2. To work closely with departmental leaders to enhance and transform the faculty curriculum, with a strong focus on quality, standards and equality of opportunity.
3. To take a lead role in the planning and management processes of the faculty's portfolio as determined by the Faculty's Education Management Group and the University's agenda for quality, suggesting change and improvement to be implemented University wide.
4. To support the induction of all new academic staff to the faculty by taking responsibility for supporting the development of their knowledge and understanding of Faculty and University regulatory and governance processes, procedures and systems.
5. To plan strategically and operationally to ensure Faculty academic development initiatives are appropriate in terms of quality, standards and scope.
6. To be an active member of key university committees and as a leading member of the University Academic Quality Enhancement Committee, to critically review documentation, determine risk, provide feedback and make strategic decisions/recommendations to academic colleagues at an Institutional level alongside senior academic staff and Academic Quality Officers.
7. To take responsibility for all elements of external examining within the faculty.
8. To take a support role in the faculty's preparations for all regulatory monitoring.
9. To take responsibility for the development and maintenance of appropriate records, documentation and data across the faculty.
10. To arrange, service and actively participate in Faculty Approval Panels and Modification Panels providing advice on decisions and having responsibility for communication of outcomes. Monitor conditions/recommendations made and ensure that documentation for Institutional Validation is presented within the agreed timeframe



11. To take responsibility for the development and production of the Faculty Quality Statement ensuring accuracy and effective communication across the faculty. To be an active member of the Faculty Academic Review and Quality Enhancement Committee and the Faculty Learning, Teaching, Assessment and Student Experience Steering Group, advising in relation to all regulatory matters including quality and standards.
12. To lead quality related projects and Faculty project teams as appropriate to assure the faculty's quality systems and mechanisms deliver excellence
13. To regularly review and monitor the effectiveness of Faculty Governance committees and boards
14. To support and provide guidance to colleagues engaged in Governance work, for example Chairs, Secretaries and members
15. To develop efficient Governance processes and policies in collaboration with colleagues, notably through the Faculty Governance Forum.
16. To represent the faculty in all liaison with central service teams.
17. To deputise for the Associate Dean at cross institutional and inter Faculty meetings as appropriate
18. To make a demonstrably positive and leading contribution to the work of the faculty
19. To undertake any other duties, commensurate with skills and experience, as required by the Associate Dean or a member of the Faculty Education Management Team
20. To demonstrate excellent Customer Care in dealing with all customers of the faculty





In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customer

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Qualifications				
1.	Educated to degree level or equivalent professional experience	*		A
Experience and Knowledge				
2.	Experience of strategic thinking and implementation of strategies	*		S/I
3.	Experience of advising academic staff at all levels			S/I
4.	Experience of managing staff and prioritising their workload		*	S/I
5.	Significant experience of managing and servicing committees and meetings	*		S/I
6.	Experience of working in the Higher Education sector with experience of regulation, quality and standards	*		S/I
Abilities and Skills				
7.	Ability to organise, plan and operate effectively within the role working under pressures and to tight deadlines	*		S/I
8.	Outstanding liaison, communication, networking & interpersonal skills and the ability to maintain excellent working relationships	*		S/I
9.	Demonstrable evidence of influencing and persuasion at all levels of the organisation	*		S/I
10.	Project management and the ability to manage multiple projects	*		S/I
11.	Excellent written and presentation skills with the ability to produce analytical and statistical reports	*		A/I/T





12.	Ability to work effectively on own initiative and problem solve using creativity, innovation and proactivity	*		S/I
13.	Ability to approach change positively	*		A/I
14	Professional role model displaying a positive approach including pro-activity and being solution focused	*		A/I





How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy you may wish to contact: Dr Helen O'Keeffe, Associate Dean: Students & External at Okeeffeh@edgehill.ac.uk

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

