



Job Description and Person Specification

Summary

Job title:	Academic Quality Officer
Area:	Quality Assurance & Enhancement (QA&E) Team
Reference:	EhA2484-0626
Grade and Salary:	Grade 5. Points 19-22. £28778 - £31236 per annum, pro rata
Contract Type:	Fixed Term for 6 months
Hours:	Part Time (29 hours per week) TERM TIME 22 working weeks
Location:	Campus based role at Ormskirk, Lancashire, L39 4QP
Accountable to:	Head of Academic Governance and Quality Assurance
Reporting to:	Academic Quality and Standards Manager

About the Role

You will work with other members of the team to achieve the objectives of the Quality Assurance and Enhancement (QA& E) team. The Academic Quality Officer (AQO) provides professional administrative support for Edge Hill University's E-VAL (electronic validation) system, overseeing programme management and validation of programmes; data collection and analysis, and monitoring and review. This involves the ability to write detailed reports and minutes to a high standard; develop written 'how to guides' and record training materials; determine priorities, plan workloads, and organise time and resources with limited supervision; manage complex and sensitive information with a high degree of confidentiality; and to assume responsibility for tasks that may not have been anticipated in previously agreed work schedules.

Being digitally literate and having the capability to handle and interpret data sets, is a core part of the AQO role, and you are expected to maintain a high level of professionalism in all aspects of their work. Alongside the Academic Quality and Standards Managers (AQSM) to deliver a professional secretariat service for Academic Board, its committees, and major sub-committees in accordance with the University's Articles of Governance. You will also contribute to the development and enhancement of quality management processes and take a role in assuring the University's continuing alignment with the Office for Students (OfS) part B Conditions of Registration for quality, standards and student outcomes on which the University's continuing status within the UK HE sector depends.

About Us

Founded in 1885 as the first non-denominational teacher training college for women, Edge Hill was born from a belief that education could – and should – change lives. It's a university that has always been shaped by those willing to move forward, even when it meant standing apart. Today, Edge Hill is a pioneering university defined by action, where staff play a vital role in connecting students to real skills, real networks and real futures.

The University's teaching, research and innovation transforms lives, creates opportunity and strengthens society. 62% of the University's research was classed as 'world-leading' or 'internationally excellent' in the 2021 Research Excellence Framework.

It has over 12,000 students studying at both undergraduate and postgraduate level. As a university based in the heart of the North West, it takes a connected approach in bringing together education, business, public services and communities.

Edge Hill was awarded University of the Year for Student Experience (Daily Mail University Guide 2026) and 5th in the UK Overall (Uni Compare 2026). In 2024, it was the first University to achieve Ofsted Outstanding for all phases of its Initial Teacher Training provision under the new Inspection Framework.

The University aims to create an environment in which colleagues can thrive, adapt and lead in a changing world. With a strong focus on continuous improvement, inclusion and wellbeing, the University places staff, students and communities at the heart of its success. For staff, this means the opportunity to contribute to a values-led institution, work collaboratively across disciplines and services, and build a rewarding career in an ambitious university community.

Continued investment in campus facilities and digital infrastructure supports an ambitious and inclusive working environment. This includes a £17.4m Life Sciences Building, alongside a £35m investment in brand new accommodation and a Students' Union building which opened at the beginning of October 2024. It has also been recognised as one of the UK's best green spaces for 14 successive years (Green Flag Award 2025).

The University is committed to providing staff and students with accessible, high-quality services, underpinned by innovation, collaboration and a culture that values people.

Duties and Responsibilities

1. To be responsible for the operational management and system development of the University's E-VAL (electronic validation) curriculum management system, including:
 - a) Overseeing the approval, storage and updating of all programme and module specifications to ensure the integrity of the University's database of taught academic awards.
 - b) Using own initiative and problem-solving skills to provide technical support to E-VAL users and deliver specialist training sessions for academic and professional service staff.
 - c) Proactively proposing and delivering procedural and technical enhancements to E-VAL that will improve its usability by Faculties, academic departments and support services.
 - d) Maintaining the E-VAL user guides and the development of additional operational guides, including bitesize video guides, where necessary.
2. Provide professional and proactive administrative support for the University's continuous monitoring and review schedule using expert knowledge to:

Support the lead AQSM for monitoring and review by creating the monitoring and review schedule and coordinating activities across the institution.

- a) Analyse and evaluate Key Performance Indicators and other quantitative and qualitative data to produce authoritative and succinct briefing documents that guide the deliberations and decisions of a panel of senior academic managers, chaired by a member of the Directorate.
 - b) Minute complex and detailed discussions accurately using specialist technical language, advising panels in accordance with processes set out in the University's Quality Management Handbook.
 - c) Produce finished reports of meetings to a high professional standard such as to inform the decision-making of the University and its Directorate.
 - d) Develop and update the 'preparing for monitoring and review' institutional guide.
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- 3. Take responsibility for overseeing the content and presentation of the Tableau data dashboards, disseminating key information, and data briefing documentation, to colleagues within GQASC and throughout the institution, at crucial points during the year.
 - 4. Act as secretary to institutional academic board committees including Student Experience Sub-Committee and Employability Sub-Committee and other intra-institutional fora and workgroups as required.
 - 5. Exercise a high level of professionalism in all dealings with the GQASC's stakeholders, building and maintaining effective and highly positive business relationships with Faculties and other professional services including SPPU, IT-Services and Academic Registry.
 - 6. Support validation processes, and the University's commitment to student voice, by coordinating the collation of student feedback to feed into validation submissions. This will draw upon key data sets including NSS, Student Voice surveys and supporting student focus groups of students involved in validation programmes, collating their feedback into a summary report for validation panels, where appropriate.
 - 7. To make a positive contribution towards building a motivated and efficient team through mutual respect and accountability, helping to set team objectives and contributing to team agendas.
 - 8. To undertake other duties commensurate with your role and grade as agreed with the line manager.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

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.

Person Specification

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. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
An undergraduate degree or significant amount of relevant professional experience	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience in handling, and interpreting, data sets	Essential	Application, Supporting Statement, Interview and Test
Experience of working in higher education	Desirable	Application and Interview
Experience of overseeing the operation of a curriculum management system or relevant system experience	Desirable	Application, Supporting Statement and Interview
Experience of servicing committees or other formal meetings	Essential	Application, Supporting Statement and Interview
Knowledge of the Higher Education quality sector and how data informs quality work	Desirable	Interview
Experience of scheduling meetings and events with multiple staff throughout a university (or equivalent) and managing timescales effectively to meet business cycle needs	Essential	Application, Supporting Statement and Interview
Experience of creating training materials and videos to support staff needs	Desirable	Application and Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Excellent communication skills, both written and oral with report and minute writing skills	Essential	Application, Supporting Statement, Interview and Test
Able to handle, analyse and synthesise complex quantitative and qualitative data	Essential	Application, Supporting Statement, Interview and Test
Evident digital literacy and the ability to use Microsoft Office applications effectively	Essential	Application, Supporting Statement, Interview and Test
Able to work on own initiative with minimal supervision, organising and prioritising work efficiently and effectively under pressure to meet internal and external deadlines	Essential	Application, Supporting Statement and Interview
Able to work as part of teams and workgroups	Essential	Application and Interview
Able to maintain confidentiality when handling sensitive information	Essential	Application, Supporting Statement and Interview
Able to network and to develop and maintain effective working relationships at all levels within the University	Essential	Application, Supporting Statement and Interview
Good presentation skills	Essential	Application and Interview
An awareness of Equality Opportunities issues	Essential	Application and Interview
Willingness to undertake staff training and development, as required	Essential	Application and Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Lydia Richardson, Academic Quality and Standards Manager at Richarly@edgehill.ac.uk

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.