

**Policy Officer (1.0FTE)
Academic Quality Office
Permanent**

Academic Quality Office

The Academic Quality Office reporting to the Academic Registrar, covers a breadth of functions including:

- Academic standards and quality assurance
- Committee support for central quality assurance meetings
- Freedom of Information requests and management of the Publication Scheme
- Institutional complaints handling (Scottish Public Sector Ombudsman Scheme)

The Academic Registrar reports to, and deputises for, the Registrar and Secretary, and is part of a wider senior management team, which, with the Academic Quality Office includes the Corporate Governance Office, Academic Registry, Student Support and Development, Information Technology, Human Resources, Learning Resources, and Technical Support.

The Role

Job Title	Policy Officer
Location	Glasgow (Rose Street)
Reports to	Senior Policy Officer
Purpose	Reporting to the Senior Policy Officer, the post holder will play a key role in supporting the Academic Quality function at GSA. The post holder will work as part of a small team, providing the Academic Quality Office with administrative support for all aspects of the Quality Assurance function, including central academic standards and committee management. Whilst the Policy Officer will support designated areas to enable both knowledge and relationships to be developed, they will be expected to work together closely with others to ensure consistency, and to cover for each other as required.

Principal Accountabilities

Under the direction of the Senior Policy Officer, the post holder will:

- Contribute to and support committee cycle management and associated approval processes (including programme and course approval) taking accurate and complete minutes and advising as required on matters of policy

- Support and lead on the review of relevant policy and procedure to reflect changes in the external and internal environment
- Support and lead on the development of policy, procedure, guidance and information, briefings and reports relating to academic standards and their assurance
- Deliver expert, proactive, professional and contextually relevant guidance and support on Quality Assurance activity to staff at all levels
- Contribute to and support the management of assurance and standards in line with Quality Assurance Agency (QAA) and Scottish Funding Council (SFC) requirements
- Provide advice and guidance to academic and professional support staff preparing for programme monitoring and annual reporting and programme approval events
- Undertake and provide support in relation to Equality Impact Assessments to ensure continued compliance with the Public Sector Equality Duty
- Assist in the maintenance, development and accuracy of key areas of publically available information
- Contribute to and support the Academic Registrar in ensuring compliance of the Academic Quality Office in relation Data Protection
- Contribute to the continuous improvement of service delivery, processes and practices
- Lead and deliver projects as determined by the Academic Registrar and Senior Policy Officer
- Provide administrative support for the Academic Quality Office to ensure the smooth running of the department
- Support and contribute, where required, to the management of Freedom of Information requests and institutional complaints
- Undertake continuing professional development and participate in sector level networks
- Deputise for the Senior Policy Officer as appropriate
- Deliver any other duties that may be reasonably required by the Senior Policy Officer and Academic Registrar

Person Specification

The role-holder will demonstrate:

Experience and knowledge

- Degree or equivalent experience in a discipline relevant to the role and context
- Experience in policy development and report writing
- Experience of committee cycle management including preparing agendas, producing minutes and progressing actions
- Experience or thorough knowledge and understanding of Higher Education Institution process and procedures regarding academic quality assurance
- Knowledge and understanding of Higher Education professional administrative support

Skills and attributes

- Effective written and oral communication skills and proven ability to present challenging material clearly, succinctly and effectively to different audiences
- Strong administrative and organisational skills and the capacity to effectively prioritise and manage a varied and changing workload
- Sound ability to evaluate and interpret varying forms of information and data in order to make appropriate recommendations, and a matching capacity to synthesise information with sensitivity to context
- A confident and cooperative style with an ability to build positive working relationships with colleagues and partners at all levels
- A proven track record of working independently and in teams or working groups
- Proven ability to apply knowledge and expertise in a range of contexts
- Demonstrably strong analytical skills
- The ability to support others, provide and receive feedback and work collaboratively with a range of perspectives to achieve an optimal outcome
- An ongoing commitment to learning and developing knowledge and skills
- Competent and confident user of standard IT software packages

Relationships

Principal Internal contacts:

- Senior Policy Officer (Academic Quality Office)
- Academic Registrar
- Head of Academic Registry and the Academic Registry Team
- Members of relevant GSA committees and groups
- Academic Support Managers
- Programme Leaders
- Heads of Departments (academic and professional support)
- President of the Students' Association

Principal External contacts

- HEI's and sector working groups

Terms and Conditions

Contract	Permanent 1.0FTE
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is six months.
Hours of Work	35 hours per week
Salary	Grade 5 (£27,025 - £31,302 per annum)
Holidays	30 days plus 11 statutory holidays per annum
Pension	Option to join Strathclyde Pension Fund / NEST
Notice Period	1 month