



Job title	Deputy Chair of Quality and Standards Committee (DQSC)	Job family and level	Research and Teaching Level 6
School/ Department	N/A	Location	University Park Campus

Purpose of role

Quality and Standards Committee (QSC) oversees the application of all University regulations, policies and procedures in respect to academic quality and standards.

The Deputy Chair of Quality and Standards Committee (DQSC) will deputise for the Chair of Quality and Standards Committee (CQSC) and will work closely with the CQSC to oversee the functions of the committee, ensure all members have the opportunity to contribute, and to support the progression of actions delegated to it and those raised through the committee.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To provide expert quality assurance advice to strategic initiatives and projects across the university (e.g. UoN Online, Apprenticeships, Curriculum Nottingham). To contribute to external consultations as required, and feed into internal University initiatives, reviews and working groups where appropriate, providing advice and guidance on quality and standards.	30%
2	To work with CQSC and Registry and Academic Affairs (RAA) and the Researcher Academy to promote efficient practices around cases to QSC and other Quality Manual issues; To support committee members in their decision making, where required	20%
3	To support the CQSC to oversee the committee in discharging its responsibilities relating to Annual Monitoring, including receipt and review of External Examiners' reports and review of Degree Outcomes data.	20%
4	To lead the committee in regular reviews of sections of the Quality Manual to check they are fit for purpose and robust.	10%
5	To meet with the CQSC fortnightly to discuss strategy, development, priorities, plus attend QSC pre-briefings and QSC meetings.	20%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent communication skills and the ability to engage diverse stakeholder groups. ▪ Enthusiastic and self-motivated individual. ▪ Proven track record of pro-active approach to problem-solving. ▪ Willing to provide honest, critical feedback on policy and regulations. 	<ul style="list-style-type: none"> ▪ Analytical skills to enable detailed scrutiny of the University's academic regulations and to propose routes to amendment as necessary to support strategic priorities. ▪ Can operate consistently and effectively in a challenging environment.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Knowledge of the Quality Manual and the University of Nottingham Qualifications Framework (UNQF). ▪ Experience of managing quality and standards at department, school, faculty or university level. 	<ul style="list-style-type: none"> ▪ Has recently held a role on QSC, with evidence of engagement and leadership ▪ Knowledge and understanding of the UK Quality Code for Higher Education.
Qualifications, certification and training (relevant to role)		<ul style="list-style-type: none"> ▪ Fellow, Senior or Principal Fellow of the Higher Education Academy
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Head of unit is agreeable to you carrying out this role 	<ul style="list-style-type: none"> ▪ Happy to keep abreast of developments in Quality Assurance across the sector.



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
- Taking ownership** Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
- Forward thinking** Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
- Professional pride** Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
- Always inclusive** Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others



