

Job Title:	Head of Academic Quality & Standards (Flexible Hours)
Location:	Futureworks, Manchester & Home-working
Reporting to:	Vice Principal
Pay:	£34,608 to £40,015 p.a. DoE
Hours:	Flexible
Start Date:	Flexible

Company Info

Futureworks is a leading provider of university education in Sound, Music, Film, Television, Games, Animation and Visual Effects. Based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real-world projects.

Futureworks values and celebrates diversity and has adopted equality, diversity and inclusion as core values. We welcome applications from suitably qualified candidates whatever their background, and especially from BAME candidates who are under-represented in our workforce.

This role is being advertised on a fully flexible basis. Futureworks is prepared to consider a range of working arrangements, including recruiting the right individual on a part-time or full-time basis, flexible and varied hours of work, and a combination of home and on-campus working.

Job Summary

As leader of Futureworks Academic Quality & Standards team, the post holder will be responsible for the design and implementation of quality processes and procedures across the organisation in accordance with Futureworks' strategic goals, and will take the lead role in the preparation and submission of annual returns, statistics and reports for external bodies.

The post holder will be required to engage with internal committees, programme leaders, senior management, student services, students, partner universities and the DQB to ensure the continual review and enhancement of quality processes. The Head of Academic Quality & Standards is key role at Futureworks, and is responsible for the successful operation of both the Academic Board and the Learning, Teaching & Research Committee.

The post holder will provide support, guidance and advice to staff and students in preparation for programme review and approval events, internal and external audits, and for the completion of the annual monitoring requirements of partner universities and other parties. Crucially, as Futureworks heads towards making an application for Degree Awarding Powers (DAPs), the Head of Academic Quality & Standards will play a foundational role in the preparation of this application, including the provision of evidence, and will be expected to work closely with the DAPs Steering Committee to report on progress made against the criteria.

Representative Work Activities

- Taking the lead role in the preparation and submission of documentation and data to partner universities, the DQB and the Office for Students.
- Design, implement and review quality procedures in line with strategic goals and external requirements.
- Preparing reports on Academic Quality and Standards for the Executive Team and Academic Board.
- Ensure that quality processes are implemented in accordance with Futureworks' Quality Handbook, reviewing and enhancing their effectiveness where possible.
- Analyse feedback and statistics to provide accurate management information.
- Liaise with internal committees to ensure the dissemination of good practice, the continued use of external reference points, and to advise and guide committee members with respect to academic regulations, strategic goals and expectations of quality assurance.
- Provide training and support to staff and senior student representatives.
- Preparation for, and participation in, programme review and approval events.

Quality Indicators

- Work is carried out on time and to standards agreed with Line Manager.
- Quality, appropriateness and timeliness of advice and documentation, leading to valuable outcomes.
- Performance of own and, where relevant, team's activities to agreed time and quality standards.
- Initiative and judgement when solutions are not immediately obvious.
- Knowledge of, and adherence to, the organisation's Health & Safety and Equal Opportunities policies.

Experience of working in a quality assurance role in an academic environment is essential. The ideal candidate will also have experience of the DAPs application and/or scrutiny process.

Applications should be in the form of a CV and covering letter and addressed to the Vice Principal quoting reference **HAQS161122**. Applications can be sent via email to work@futureworks.ac.uk or via post to:

Vice Principal

Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS