

# ESCAPE STUDIOS

**Position Title** – Academic Quality Officer

**Location** - 6 Mitre Passage, North Greenwich (hybrid with at least 1 day a week in the office)

**Contract Type** - Permanent

**Position Type** – Part Time or Full Time (at least 0.5 FTE)

**Reports to:** Head of Academic Quality

## **Role Purpose**

To support the Head of Academic Quality in the implementation and delivery of effective quality management systems within Escape Studios.

## **Key responsibilities**

- Assisting with the development of Escape Studios' policies, including drafting policies for approval by the Escape Studios' committees.
- Assisting with the management of the College processes for academic malpractice, complaints, and appeals.
- Drafting Escape Studios' handbooks and keeping it up to date and liaising with the academic teams to ensure that the handbooks are accurate, up to date and approved in a timely fashion by validating partners.
- Ensuring that the programme information, policies and handbooks available on the College website are accurate and up to date.
- Maintaining the register of external examiners and liaising with validating bodies, academic teams and external examiners to ensure that the register is accurate, complete and up to date.
- Supporting the design and delivery of training sessions to students and staff about Escape Studio's policies and quality assurance processes.
- Undertaking any staff development deemed necessary for the effective performance of duties assigned to the post.
- Any other duties as requested by the Head of Academic Quality commensurate with the grade and status of the post.

### **Competencies**

- Excellent communication skills both written and verbal.
- Works to meet quality standards with a habit of checking own work for accuracy and presentation standards.
- Ability to interface with internal and external stakeholders, with confidence and clarity.
- Ability to summarise and take succinct, clear minutes of meetings.
- Ability to maintain confidentiality about sensitive issues.
- Ability to organise own tasks and activities in a systematic way, juggling work priorities to meet deadlines.
- Able to use own initiative when required and to escalate where appropriate.

### **Qualifications and Previous Experience**

#### **Essential:**

- Education to degree level.
- A proven track record in delivering to targets and deadlines.
- Experience in a Windows environment, including use of Word and Excel.

#### **Desirable:**

- A working knowledge of Higher Education and the current issues and challenges within the sector.
- Working knowledge of the UK Quality Code and the Framework for Higher Education Qualifications.
- Working knowledge of Office for Students Conditions of Registrations (esp. Condition B).
- Experience in drafting policy documents.