



**The Architectural Association**

## **Quality Assurance Officer (Maternity Cover)**

<b>Salary:</b>	£41,000 to £43,000 per annum
<b>Location:</b>	London – Bedford Square
<b>Department:</b>	Registry Office
<b>Reporting to:</b>	School Registrar
<b>Starting Date:</b>	2 <sup>nd</sup> January 2023
<b>Contract Type:</b>	Fixed-term
<b>Hours of work:</b>	Full-time; 35 hours Monday to Friday; 10am-6pm

### **Role Overview**

The Architectural Association School of Architecture (the AA) is seeking to appoint a Quality Assurance Officer on a fixed term contract to cover a period of authorized leave by the current post-holder.

Reporting jointly to the QAA Facilitator and the School Registrar, and working closely with the Head and Deputy Head of Teaching and Learning and the Chair of the Academic Committee, the Quality Assurance Officer is tasked with managing the School's quality assurance arrangements, ensuring that relevant policies and processes are kept under review and updated, and conform to external regulatory guidance.

The QA Officer is also responsible for the co-ordination of the Academic Committee (a component of the AA's academic governance structure) as well as the consolidation of a range of data sets to support the AA School's engagement with Office for Students (OfS) and HESA. A demonstrable track-record of experience in a quality assurance related position in the HE sector is an essential requirement of the appointment.

### **Main Responsibilities**

- Secretary to the Academic Committee. Working closely with the Chair of the Academic Committee to manage the annual cycle of business and prepare agenda and papers for the monthly Committee meetings.
- Preparation of data sets for HESA returns: Data Futures return; Unistats; Provider
- Profile; Graduate Outcomes Survey; Aggregate Offshore returns.
- Ensure compliance with Office for Students requirements, keeping informed of any other updates in external regulatory requirements, interpreting regulation and sharing internally.
- Working with the QA Facilitator and other personnel to plan and manage the revalidation of the AA School's degree awards, and the validation of any new awards, ensuring compliance with the AA School's quality assurance processes;
- Working with the QAA Facilitator, the Head and Deputy Head of Teaching and Learning, and the School Registrar on the annual review and update of the Quality Manual and Programme Guides, and the alignment with the approved Academic Regulations of the AA School.

- Support the AA School's upcoming application for Indefinite Taught Degree Awarding Powers (IDAP) and progressing work on the AA School's IDAP Action Plan.
- Ensure all key AA School documents are up-to-date and accessible by maintaining the register of key school documents and policies for review.
- Act as primary contact for the Office for Students returns and the Office of the Independent Adjudicator.
- Preparation of data for the AA School's internal annual monitoring reports (AMRs), and coordination of AMR returns and annual updates to AMR forms.
- Monitoring progression on various AA School Action Plans.
- Responsibility for publishing certain updated documents and information on the AA School's website and intranet, as indicated in the Register of Key School documents.
- Contribute to the development of the AA School's intranet and attend monthly meetings Intranet Steering Group.
- Assist and support ad hoc projects/tasks when required to support the requirements of the Registrar's Department and the QAA Facilitator.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

### **Person Specification**

- Project management experience;
- Understanding and direct experience of quality processes in the HE sector;
- Familiarity with the Office for Students, HESA and other HE bodies;
- Knowledge of developments in the higher education sector including compliance issues;
- Knowledge of accreditation/validation systems and practices;
- Experience of committee-servicing, minute-writing and report-writing;
- Experience of handling and processing student data;
- Proactive in managing workload and initiating projects;
- IT literate: Microsoft Outlook, Word, Excel, Publisher and PowerPoint.

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.