**Job description**

**Date last reviewed:**  March 2015

**Faculty:** All

**Title of post**: Academic Administration Manager

**Grade of post**: Grade 10

**Post number**:

**FT or % P/T**: Full-time

**Permanent / Temporary:** Permanent

**Principal location of work**:

**Immediate line manager**: Faculty Head of Administration and Support Services

**Staff managed**: Quality Administrator, Senior Programme Administrators, Student Support Co-ordinators

**Qualifications required for post**: Degree or significant relevant experience; post-experience qualification desirable.

**Experience required for post**: Significant experience in a higher educational environment. Knowledge of university quality management. Experience of managing projects, line management experience

**Overall purpose of post**: Working closely with senior Faculty and Directorate staffto ensure the effectiveand efficient administration of existing programmes within the Faculty and the management of processes related to the development and validation of new programmes.



**Main duties to:**

1. Act as line manager for designated staff, including dealing with recruitment issues, staff development, performance management, PDRs and other personnel issues.
2. Oversee the administrative work of the Quality Administrator, Senior Programme Administrators and Student Support Coordinators ensuring that: all official records regarding the Faculty’s programmes are accurate and kept up to date and that a high level of service is delivered to academic staff and prospective and current students.
3. Work with the Academic Administration managers across the four faculties and Academic Registry to identify, develop and apply best practice in academic administration management across the University
4. Work closely with the Marketing Manager, Admissions Office, Heads of Department and other senior academic staff to ensure effective faculty based conversion activity for all programmes, including attendance at University/faculty events where appropriate.
5. Attend Faculty AESC and other faculty approval and review meetings and represent the Faculty on university committees where appropriate.
6. Work with external partners and PSRBs to ensure University and Faculty policies and procedures for students are understood and adhered to.
7. Act as the key faculty link with APQO
8. Oversee all administrative support forthe development of new and revised programmes up to Periodic Review, to include: providing procedural advice; project managing the programme development and development process to Faculty deadlines; monitoring progress; organising validation events in consultation with the Associate Dean Student Experience; supervising the meeting of validation conditions; writing reports for validation and review events.
9. Overseethe preparation for external quality audits and accreditations, to include liaison with internal and external personnel to ensure that the Faculty complies with appropriate requirements, policies and regulations of the university and of Professional Statutory and Regulatory Bodies (PSRBs).
10. In consultation with the Associate Dean Student Experience, oversee the updating and development ofthe Faculty’s quality enhancement procedures, in particular ensuring Faculty compliance with the Mitigating Circumstances Regulations, ensuring effective administration of mitigating circumstances requests from students.
11. Deliver training to all relevant faculty staff (academic and support) on quality processes and procedures. Induct new staff on quality and enhancement processes.
12. Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.