

# Job Description

## Administrator (Quality)

### Position Overview

|                       |  |
|-----------------------|--|
| <b>Department</b>     | Quality  |
| <b>Location</b>       | Devon House, London (Hybrid role) – <b>two days on site with a mandatory third day when required</b>   |
| <b>Term</b>           | Full-time; permanent   |
| <b>Salary Range</b>   | £25,000 - £27,000 per annum  |
| <b>Benefits</b>       | The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme. |
| <b>Direct Reports</b> | None   |
| <b>Reports to</b>     | Senior Quality Manager   |
| <b>Start</b>          | ASAP   |

### The Role

This role has a broad remit, providing a range of administrative services to the Quality Team. The Quality Team helps strengthen and develop the University's academic standards, policies, and procedures.

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## Duties and Responsibilities

### General

- Developing and maintaining excellent relationships with colleagues and both internal and external stakeholders
- General administrative duties to include minute taking, diary management, administering surveys, coordinating internal and external meetings, proof reading, inputting data, formatting, tracking and publishing documentation.
- Supporting role to the Quality Team on quality assurance when required.
- Supporting the maintenance of the Academic Handbook webpages on the University website.

### Programme Management

- Support the Quality Team in maintaining version control of programme and course documentation, including supporting the coordination of the production of programme specifications, course descriptors and programme handbooks for proposed degrees, supporting the coordination of current programme and course modifications.
- Supporting the coordinating of University programme approval events, in line with AQF4 Programme and Course Approval and Modification.
- Support the Quality Team in the administration of the annual review and monitoring processes in line with AQF5 Annual Monitoring and Reporting.
- Support the Quality Team in maintaining version control of core documentation.

### Student Engagement

- Support the University's internal and external student surveys.

## About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

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## Person Specification Criteria

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferrable skills would assist with you undertaking the role.

- Experience
  - Knowledge and experience of regulatory frameworks in Higher Education (Desirable)
- Knowledge, Skills, and Abilities
  - Ability to pay close attention to detail
  - Good written communications and strong interpersonal skills to deal with individuals at various levels and a positive attitude (Essential)
  - Excellent IT skills, including advanced Microsoft Excel and Word; Google Workspace; Student Information Systems, and Virtual Learning Environment platforms (Essential)
  - Ability to display discretion, particularly when handling confidential documents (Essential)
  - Ability to prioritise workload, exercise good time-management and the ability to work to deadlines, and excellent organisational skills (Essential)
  - Experience of WordPress, or similar website content management system, (Desirable).
- Education, Qualifications and Training
  - Honours degree or equivalent professional or vocational qualification (Desirable)
- Personal Attributes
  - A team player, able to work collaboratively, and also able to work independently

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## Additional Information

### Enquiries

Role specific enquiries may be made to [Simon King](#). All other enquires to [jobs@nulondon.ac.uk](mailto:jobs@nulondon.ac.uk). However, all applications must be made in accordance with the application process specified.

### Application Process

Applications should be made via [this link](#) by 23:59 on **Sunday 14 July 2024**. Please reference your application "AQ0624".

Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role and a full curriculum vitae.

**Please note this role may require a basic or enhanced DBS check. Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.**

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from all underrepresented groups, including the Global Majority. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

**Job sponsorship: No**