

Senior Academic Policy Manager

Job Description

Position overview

Department	Quality, Academic Services
Location	Marble Quay, London (Hybrid role) Two days on site and a third day when required
Term	Full-time; permanent
Salary	£41,000 - £46,000 per annum, depending on experience
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	Immediate

Reporting to the Head of Quality Assurance, the overall purpose of this post is to contribute to the strengthening and development of the University's academic standards and its assurance and enhancement policies and procedures.

Duties and Responsibilities

Policy Management and Document Responsibilities

- Ensure academic regulations, policies, procedures and guidelines are compliant with external regulators, such as the OfS Regulatory Framework; OIA Good Practice Framework; CMA; Student Data Governance and the QAA UK Quality Code.
- Support faculty and Academic Services colleagues to develop new academic regulations, policies, procedures and guidelines.
- Work collaboratively to ensure owners of the academic regulations (Academic Quality Framework), policies, procedures and guidelines regularly review and update them and that the owner communicates and implements them to all University stakeholders.

Academic Policy Manager Job Description

- Maintain version control and all tracked changes of regulations, policies and procedures, including coordinating the production of documentation.
- Manage the approval process of academic regulations, policies and procedures within the Academic Handbook by ensuring a complete audit trail, managing permissions of documents and ensuring the documentation is submitted to the approving committee and relevant subcommittees in good time.
- Publish the suite of academic regulations, policies and procedures within the Academic Handbook on the University website.
- Liaise with MIS to ensure the Core Document Register is updated timely.
- Liaise with Associate General Counsel (UK) regarding the development and maintenance of global Northeastern University policies.

General

- To provide administrative support to Committees.
- Developing and maintaining excellent relationships with staff to ensure consistent application of regulations and policies, advising/briefing/training staff as necessary.
- Assisting the Head of Quality Assurance to ensure compliance with external regulatory requirements e.g. OfS, UK Quality Code Jisc/HESA, OIA, and CMA.
- General administrative duties to include minute taking, diary management, coordinating internal and external meetings, assistance with presentation preparation, room and travel arrangements, etc.
- Supporting role to Head of Quality Assurance when required.

Other

- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the Head of Quality Assurance and Senior Management.

- To provide administrative support to Academic Services during peak periods.
- Occasional travel and work in unsociable hours will be required.

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.

Person specification criteria (essential / desirable)

Experience

Knowledge and experience of regulatory frameworks in Higher Education (Essential)

Experience of working with external quality assurance agencies, professional bodies and/or collaborative partners (Essential)

Experience of committee servicing (Essential)

Experience of developing academic policies, procedures or guidelines (Essential)

Experience of publishing website pages (Essential)

Knowledge, Skills and Abilities

Ability to analyse and understand complex regulatory and procedural documentation and quality issues (Essential)

Excellent interpersonal skills to work with staff at all levels, including senior academic colleagues in University and beyond (Essential)

Excellent report and minute writing skills (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)

Ability to pay close attention to detail (Essential)

Excellent IT skills, including using, Google Drive, Word, Excel, email, Internet and VLE (Essential)

Ability to create and update WordPress (Essential)

Education, Qualifications and Training

Honours degree or equivalent professional experience or vocational qualification (Desirable)

Application process

Applications should be made via [**this link**](#) by 20:00 on **2nd October 2024**. Please reference your application “**APM0924**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

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