



Job Description

Position/Job Title:	Degree Apprenticeships Quality Manager (Fixed Term)
Ref:	274
Location/Building:	Any University location
Faculty/Professional Service:	Academic Services
Duration if Temporary:	Fixed-Term / Secondment until 31st July 2025
Normal hours per week:	1 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	7
Accountable to:	Head of Academic Quality
Responsible for or supervises:	N/A

Job Purpose

The Degree Apprenticeships Quality Manager post is funded through an Office for Students bid to grow capacity and capability among English higher education providers to deliver high quality degree apprenticeships provision that meet skills needs now and in the future. They also aim to address equality of opportunity in relation to Level 6 degree apprenticeships.

To work as part of the Academic Quality and Apprenticeships team and in collaboration with the Project Manager and wider University community to manage and coordinate the processes and documents to support the approval of Bournemouth University's new apprenticeship provision.

Main Responsibilities

- 1) To support the establishment of governance structures for oversight of apprenticeships, including advising on and overseeing implementation of data, reporting and committee functions.
- 2) To lead on supporting the approval of apprenticeship provision, providing guidance on programme approval, end point assessment and BU's responsibilities as an apprenticeship training provider and end point assessment organisation.
- 3) To support with and advise on institutional applications for external registers such as the Apprenticeship Provider and Assessment Register (APAR).
- 4) To liaise directly with statutory bodies such as the ESFA, Ofsted, the Institute for Apprenticeships with respect to apprenticeship related matters.
- 5) To provide specialist advice and guidance to staff in faculties and professional and support services on the development and delivery of apprenticeship provision.
- 6) To contribute to the development of institutional experience and knowledge in apprenticeships and ensure such learning is appropriately documented.
- 7) To manage and supervise the work of colleagues in the Academic Quality team to support new apprenticeship developments.

Contacts

Internal: All levels of staff across Faculties and Professional Services, including Academic Quality and other Academic Services colleagues, Deputy Deans, Faculty Apprenticeship Leads, Heads of Department, Education Service Managers.

External: Professional, Statutory and Regulatory Bodies, Sector agencies and organisations, the Office for Students, the Office of the Independent Adjudicator, the Quality Assurance Agency, partners in the UK and overseas covering a broad range of academic-related activity.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

October 2024



Person Specification

Position / Job Title: Degree Apprenticeships Quality Manager	Position No: 274
Faculty / Service: Academic Services	Date: October 2024
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Educated to degree level or equivalent (Work experience will be applicable and can substitute for qualifications)	E
Experience of leading a team in a complex environment	E
Experience working in a quality assurance role within the HE/FE sector	D
Experience of apprenticeship provision, working with the ESFA and Ofsted, preferably in an HE context	D
Experience of quality assurance frameworks and requirements and review/audit methodologies	E
Experience of quality policy development and implementation	E
Experience in the design, implementation and evaluation of process and procedures	E
Experience of liaison with professional, statutory or regulatory bodies in an education context	D
Experience of managing a budget	D
Skills	
Excellent team leadership and the ability to manage team and individual performance	E
Excellent interpersonal skills with the ability to work co-operatively and effectively with students, staff at all levels, and other BU stakeholders	E
Ability to quickly assimilate complex information and provide expert opinion or specialist advice	E
Excellent written and verbal communication skills with an ability to write reports and present complex information in a concise and understandable manner	E
Demonstrable ability to manage, understand and interpret complex processes and regulations and explain these to a wide variety of users in an effective way	E
Demonstrable proficiency in using databases or a records system to record and extract information to produce and analyse reports	E
Ability to review, design and implement processes effectively	E
Attributes	
Communicating vision clearly and enthusiastically to inspire and motivate others	E
A demonstrable commitment to service excellence, continuous service improvement	E
Highly organised approach with the ability to plan and prioritise workload and consistently meet objectives and success criteria	E
Ability and willingness to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	E
Ability to develop and maintain professional relationships of respect, trust and support with staff and students	E
Demonstrable resilience, able to keep calm under pressure, deal with difficult situations and logical approach to problem solving	E
Demonstrable ability to adjust to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	E
A methodical approach to process; an aptitude for accuracy and attention to detail	E
Showing commitment to personal development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.	E