

Job Title: Academic and Quality Enhancement Manager
Campus: Mauritius
Contract Terms: Permanent - Local terms and conditions apply
Line Manager: Deputy Director Academic
Employer: Middlesex University Mauritius Branch Campus (Middlesex International Ltd)

Overall Purpose

The position is primarily responsible for overseeing and coordinating the quality assurance and enhancement service. The postholder will be responsible for ensuring that effective quality processes and systems are in place to comply with institutional and national quality assurance requirements and other relevant regulatory frameworks in all areas of the University's taught provision. The role will also be responsible to build teaching capacity and support academic staff to enhance their academic practice.

Strategic roles:

- Develop strategies and plans in portfolio areas
- Implement an integrated approach to teaching and learning and quality assurance
- Facilitate the provision of institutional data and reports for decision-making purposes
- Promote and enhance quality in teaching and learning
- Develop a community of practice for teaching and learning
- Develop a culture of quality in the institution

Operational functions:

- Take responsibility for ensuring that core elements of quality assurance are delivered effectively and on time, adopting best practice approaches and systems/structures that make the most effective use of existing resources
- Ensure that academic staff receive appropriate information, advice, guidance, resources, and staff development in all aspects of quality assurance and enhancement
- Coordinate and oversee portfolio areas
- Provide support and conduct training in portfolio areas
- Play a lead role for the University in QA Institutional Reviews and Audits
- Identify data needs and analyse data
- Ensure quality of programmes
- Introduce and facilitate peer observations
- Provide induction to new staff
- Facilitate and coordinate the implementation of Academic Advising
- Chair and contribute to University Committees and Working Groups as required by the Deputy Director Academic
- Present the University at appropriate institutional and external meetings and events

Research, Practice, Scholarship and Consultancy:

- Undertake personal research and/or scholarly activities, and/or practice contributing to the Campus and University profile
- Jointly or independently, develop bids for and secure competitive funding for research and/or knowledge transfer projects
- Contribute to team activity and where appropriate lead on major research and /or knowledge transfer projects
- Demonstrate commitment to making an impact on society, based on research and/or knowledge transfer.

General Functions

- To participate in the University staff appraisal scheme and other relevant activities.
- To attend meetings and committees as appropriate.
- To undertake any other duties as shall be reasonably requested.

Flexibility

Please note that, given the need for flexibility to meet changing requirements, the duties of this post and the role of the post holder may be changed after consultation.

PERSON SPECIFICATION

Criteria Headings	Essential	Desirable
Education/ Training	<ul style="list-style-type: none">• Postgraduate qualification in education• Evidence of undertaking research and scholarship in relevant subject areas/ engagement in high level professional practice• Familiar with regulatory requirements for accreditation	<ul style="list-style-type: none">• Doctorate• Professional Teaching Qualification or equivalent
Experience	<ul style="list-style-type: none">• Experience of having worked in a quality-related position• Evidence of capacity building in teaching and learning• Evidence of research performance and/or leadership in professional practice• Experience in presentation at academic conferences or similar settings	
Skills / Aptitudes/ Competencies	<ul style="list-style-type: none">• Developed and effective communication, presentation and interpersonal skills• Ability to initiate work independently• Capable of organising and leading projects with the ability to prioritize and respond effectively to new situations and problems• Ability to develop effective working relationships with a wide variety of colleagues, both within and outside the University Sector	<ul style="list-style-type: none">• Contemporary (within the last three years) evidence of positive impact as a leader, either in learning and teaching, research or professional practice• Data analytics skills