

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	University Centre Leeds
Core Job Role:	Member of HE Registry management team
Job Title:	Deputy Head of HE Quality
Reports to:	Group Director of HE Quality and Standards
Grade	LM2
Date of compilation:	September 2023

ROLE SUMMARY:

This role is to provide leadership in relation to the implementation and monitoring of the range of HE quality processes within University Centre Leeds and Leeds Conservatoire. The post holder will be expected to support quality improvement to continually enhance and assure quality assurance processes and systems are effective, reliable, and efficient. The post holder will be expected to form strong working relationships with key stakeholders across the group.

SPECIFIC ROLE RESPONSIBILITIES:

1. Be responsible for leading and managing quality improvement functions across Luminate HE, including HE, FE and apprenticeships, and providing regulatory advice where appropriate.
2. Work closely and collaboratively with the Dean/Principals, Directors, Heads, Quality team (both FE and group HE) and others, maintaining quality knowledge.
3. Collaborate with teams across Luminate Education Group to develop, implement, monitor and report on HE quality assurance processes, workflows, storage spaces standard administrative protocols to improve accessibility, tracking and monitoring relating to quality assurance across Leeds Conservatoire and University Centre Leeds, including ongoing performance related actions, annual and mid-year reviews, policy review, audits, and other improvement activities.
4. Take full responsibility for the management and timely maintenance of the directorates quality assurance processes and mechanisms, ensuring their effectiveness and currency and that monitoring and evaluation is accurate and reviewed on a regular basis.

5. Advise and train teams on quality matters including annual reviews, regulatory requirements, evaluation and monitoring, and forward-focussed improvement planning.
6. Line management of relevant HE Registry staff. maintaining adequate staffing levels throughout the year via leave authorisation, sickness monitoring, recruitment and selection, and performance management.
7. Maintain a sound knowledge of quality processes and outcomes methodologies (HE, FE and apprenticeships) and train relevant teams to support performance maximisation and compliance.
8. Proactively support the performance review (PR) and business planning (BP) cycle as required.
9. Proactively support Heads of Department/Schools with their planning, providing advice on continuous quality improvement, outcome measures, and monitoring bodies, which can affect plans.
10. Be responsible for enhancement to relevant systems and processes, evaluating and reporting responses to actions, including impact and areas for future improvement.
11. Lead and be responsible for directorate KPI reviews, preparing for internal/external audits, and any other assurance reviews as required.
12. Analyse data and produce written reports on request.
13. Inform the Principal / Dean of Higher Education of policy issues affecting the HE provisions.
14. Prepare for internal & external reviews, e.g. Annual Review, QAA, peer review, periodic review.
15. Support the Dean/Principal in maintaining standards and enhancing the HE provisions.
16. Support the HE Registrar to manage the course portfolio including validation, modification and periodic review.
17. Undertake administrative and clerical tasks associated with the role.
18. Attend staff meetings as requested;
19. Present oneself in a professional manner and appearance appropriate to HE, and their client groups;
20. Co-operate with any staff development activities required to effectively carry out the duties of the post and to participate in scholarly activity and research, and the College appraisal and development schemes.

CORE RESPONSIBILITIES:

1. To play an integral role in the HE quality assurance processes, including audits and compliance.
2. To liaise with Curriculum Areas in their pursuit of continuous quality improvements and excellence.
3. To liaise with external agencies e.g. awarding bodies and the Office for Students.
4. To play a major role in the preparation for internal and external review.
5. To manage staff within HE Registry.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.

- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Deputy Head of HE Quality
Department	HE Registry (University Centre Leeds and Leeds Conservatoire)

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. Degree or equivalent	A / C
D	Q2. Relevant professional qualification at Level 3 or above or equivalent experience.	A / C
D	Q3. Relevant IT qualification or training	A / C
E	Q4. Numeracy and literacy qualification at Level 2 or above.	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Sound knowledge of HE, and/or FE, quality processes and requirements	A / I / P

E	EK2. Experience of implementing and monitoring effective quality processes, which includes committee management, quality reporting, and review of complaints.	A / I / P
E	EK3. Experience of using and interpreting data systems, trackers, and tools to improve and maximise performance, attainment, and outcomes in an education setting.	A / I
E	EK4. Well-developed and demonstrable experience of operating successfully in a highly regulated environment and of testing and assuring compliance	A / I
E	EK5. Ability to analyse and understand complex regulatory and procedural documentation and to disseminate the content succinctly and clearly, both orally and in writing.	A / I / P
D	EK6. Knowledge and understanding of current issues in the HE sectors and their potential implications for quality support functions.	A / I / P
D	EK7. Knowledge of the HE Regulatory Framework and relevant requirements, expectations and review processes in relation to quality.	A / I / P
D	EK8. Effective line management and coordinating of small teams	A / I

Skills and Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication and interpersonal skills which can be adapted to meet the needs of a range of audiences including students, colleagues and other partners.	A / I / P
E	SC2. Able to develop, implement and coordinate plans and change to systems and processes.	A / I / P

E	B5. Commitment to restorative practice approaches	I
E	SC3. Confidence to question or seek clarification when unsure or unclear.	A / I
E	SC4. Highly IT literate and proficient user of Excel and other databases.	A / I
E	SC5. Excellent ability to analyse and present data accurately and understandably to a range of stakeholders.	A / I
E	SC6. Excellent ability to keep accurate and objective records	A / I
E	SC7. Able to stay calm and work under pressure, prioritising and managing time.	A / I
E	SC8. Well organised and meets deadlines.	A / I
E	SC9. Excellent eye for detail.	A / I
E	SC10. Able to work well both as a member of a team and using own initiative	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I