Leeds City College

Job Description

Job Title:	Engineering Compliance Coordinator
Location:	Printworks
Salary:	S01
Reports to:	Head of Engineering
Staff responsibilities:	No direct reports
Working hours:	37 hours per week: Monday to Friday
Probation period:	6 months subject to periodic reviews
Special conditions of the post:	None
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	15/03/22

CORE RESPONSIBILITIES:

1. Coordinating quality monitoring activities, such as student and stakeholder surveys, reports on awarding organisation and other quality assurance activity. This includes analysing data and information received and preparing reports and updates highlighting key points for further consideration.

2. Supporting the Head of School and with quality reviews of courses and departments, including preparing and collating data/information for these reviews and co-ordinating logistical arrangements for these and other information/training workshops.

3. Collating information produced at departmental level, such as self-assessment, quality improvement and complaints; identifying themes, trends and areas for further work or support.

4. Communicating information to department head about quality assurance and awarding organisation activities and external quality benchmarks and standards, in collaboration with Quality Standards and Curriculum Quality Programme Manager.

5. Undertaking follow-up work to ensure department has taken action following updates to results of student surveys, quality reviews, awarding organisation actions/ recommendations, annual self-assessment and quality improvement planning and educational policy changes.

6. Suggesting and implementing improvements to the process for quality assurance and enhancement.

DEPARTMENTAL RESPONSIBILITIES:

1. Contribute to the annual review of quality procedures to ensure they are in line with awarding organisation expectations and sector developments, external standards and requirements.

2. Work collaboratively across departments building positive working relationships across curriculum and business support areas.

3. Support the department quality standards in TLA and awarding body compliance.

4. Support the Head, working with Deputies to create a consistent Quality process across all areas

5. Work to ensure attendance strategies are implemented

6. Liaise with DHoDs, Quality and TLA team to develop department appropriate CPD

COLLEGE RESPONSIBILITIES:

1. 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 and to participate in review and development schemes.

2. Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

3. Comply with all college policies and procedures

4. Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

5. Act with honesty and integrity to maintain high standards of ethics and professional standards.

6. Manage and promote restorative practice approaches and the strengthening of relationships.

7. Comply with all legislative and regulatory requirements.

8. Promote a positive image of the college.

9. Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

10. Any other duties commensurate with the level of the post, which may be required from time to time.

Job Description	
Compiled By:	Leeds City College- Mitch Scott
Compilation Date:	March 2022

Person Specification

Job Title:	Engineering Compliance Coordinator
Department	School of Engineering

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**
E	Appropriate level 3 qualification (or above), in a relevant discipline that can be applied to the role.	A/C
E	Level 2 (or above) in English, maths and ICT	A/C
E	Relevant customer service qualification or training	A/I
Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**

E	Experience of working in a customer focused role, delivering a responsive and high quality service	A/I
E	Knowledge and experience of working in an FE or educational setting.	A/I
E	Knowledge and experience of IT in a business / educational context e.g. Microsoft applications including Excel, Outlook.	A/I/T
D	Knowledge and experience with Google applications e.g. Docs, Sheets, Forms, Slides, Sites.	A/I
D	Experience of using management information systems e.g. ProMonitor, Pro Achieve, QDP	A/I
D	Experience of working and promoting collaboration, which has benefits across the organisation.	A/I
D	Experience of contributing to a robust evidence base for internal and external audit	A/I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Ability to implement and utilise information systems to enhance service delivery e.g. Using Google, ProSolution, ProObserve and other products.	A/I
E	High levels of skill and attention to detail when monitoring data compliance and the quality of completion.	A/I/T
E	Ability to communicate effectively at all levels and with internal and external stakeholders, whether orally or in writing.	A/I

Essential (E) Desirable (D)	Criteria	Method of assessment
E	Ability to interpret data, producing reports on progress against outcomes.	A/I/T
E	Ability to demonstrate objectivity and a confidential approach to data and information management.	A/I
E	Ability to use own initiative and a solutions focused approach to impact positively on service delivery.	A/I
E	Ability to schedule and have oversight of the logistical coordination of quality assurance activities.	I
D	Ability to design and deliver training resources and learning activities.	I

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I