

Job Description

Job Title:	Curriculum Quality Enhancement	Approved By:	Fiona Grant
Job Holder:	Vacant		
Report To:	Head of Faculty	Date:	September 2024
Grade:	£28,453 - £29,753 NSUP 15-18	Location:	NWH Campus

Purpose

This role supports the design, development, and effective delivery of our tertiary curriculum by contributing to a quality enhancement culture. Reporting to the head of faculty, the curriculum quality enhancement assistant will work closely with curriculum managers, lecturers/delivery staff, quality staff and Your Student Association (YSA), to ensure quality assurance and enhancement activities take place as outlined within our quality procedures.

The curriculum quality enhancement assistant is responsible for collating and monitoring required information and data that will support curriculum teams to create effective subject level self-evaluation documents. They will support staff in course committees and the timely submission of self-evaluation reports for college courses, UHI modules and UHI programmes.

Collaborative working is essential to this role and the post holder will be expected to connect with colleagues within curriculum, across college departments and UHI office quality and learning and teaching teams.

Context

- The post requires significant interface within curriculum teams, with curriculum managers, students, the student experience team and the performance and planning team.
- The role requires an ability to engage and communicate well with people at all levels, strong organisational skills and to be able to motivate and drive our quality enhancement agenda.
- The post holder will have access to confidential and sensitive information and will therefore be required to maintain this confidentiality and is expected to be able to deal with sensitive matters appropriately using sound judgement.

Duties and Responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- work with lecturers and curriculum managers and heads of faculty, to continuously monitor, evaluate and report on course performance against benchmark key performance indicators (KPIs) and support the completion of subject level FE self-evaluation documents. This will involve working with key student records team members;
- work closely with lecturers, delivery staff and curriculum managers, to proactively evaluate courses, create, and take responsibility for progressing course and subject level enhancement action plans, and collate responses to student satisfaction rates for courses/subjects;
- provide administrative support and assistance in matters related to learning, teaching and assessment when required;
- ensure lecturers and other learning delivery colleagues have completed appropriate quality assurance and enhancement activities by administering an agreed schedule of checks, working closely with the quality office and UHI curriculum quality officers;
- ensure all units/modules have an assessor and internal verifier allocated, that this information is available on SharePoint to all team members, and work with internal verifiers to create and monitor an annual sampling schedule for FE courses;
- contribute to the development, dissemination and understanding of quality assurance and enhancement procedures;
- actively promote and support student voice representation within subject self-evaluation, in partnership with YSA;
- ensure current academic standards and quality regulations are applied accurately and consistently across our 19 learning centres;
- facilitate and collate sharing of good practice, from various sources including course committee meetings, faculty meetings, college meetings and sector briefings.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualification at SCQF level 7 such as HNC or equivalent and above. (consideration may be given to other qualifications) 	<ul style="list-style-type: none"> • Qualification relating to communication • Qualifications relating to quality
Experience	<ul style="list-style-type: none"> • Three years of experience and evidenced practice in: <ul style="list-style-type: none"> ○ working in a role that interfaces with people ○ implementing and supporting quality improvement ○ organising data 	<ul style="list-style-type: none"> • Working in the education sector
Knowledge & Skills	<ul style="list-style-type: none"> • Working knowledge of evaluating service provision and ability to track action plan progress • Proven ability to manage tasks, meet deadlines whilst maintaining priorities • Working knowledge and understanding of quality frameworks, best practice pedagogy and use of digital technology to enrich learning, and FE/HE quality assurance and enhancement • Proficient administrative, interpersonal, communication, organisation, and data manipulation and analysis • Digital fluency: demonstrates a strong understanding and ability to effectively use a range of digital tools and technologies, including SharePoint, MS Excel and Word in addition to the above • Demonstrates a collaborative and teamwork approach with personable and supportive attributes; • Evidence of recent CPD activity 	<ul style="list-style-type: none"> • Ability to communicate in Gaelic
Personal Qualities	<ul style="list-style-type: none"> • Positive and outgoing personality • Flexibility in order to meet deadlines • Self-motivated • Can work well within a team • Calm and mature approach • Confidentiality 	
Other	<ul style="list-style-type: none"> • Clean driving licence • Be willing to work flexible hours when necessary to meet requirements of the post • Be willing to regularly travel on College business, between UHI NWH centres, as required • Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives and to the strategic aims of UHI North, West and Hebrides. 	

Key Terms and Conditions of Employment

Hours of Work	This post is for 35 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a full-time, permanent post.
Salary	The salary for this post is on Support Scale Point NSUP 15-18, (£28,453 - £29,753 per annum) pro-rata
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at one of our campus locations, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

