

## University of Edinburgh

### Job Description Template

#### 1. Job Details

Job title: **Dean of Quality Assurance**

School/Support Department: **College of Science and Engineering**

Line manager: **Head of College**

#### 2. Job Purpose

- To lead the ongoing development and implementation of appropriate and effective quality audit and assurance processes in the College.
- To ensure that learning from QA processes results in quality enhancement of the College's degree programmes.
- To represent the College in relevant University-level activity.

#### 3. Main Responsibilities

	<b>Approx. % of time</b>
1. Lead the development and implementation of College processes for quality audit and quality assurance for all degree programmes (UG, PGT and PGR) in the College.	5
2. Chair the College Quality Assurance Committee and oversee the College's annual quality assurance cycle. Approve External Examiner appointments for taught courses/programmes, receive examiners' reports, and ensure appropriate responses are sent.	5
3. Chair the College Curriculum Approval Board and oversee the approval of new programmes, programme closures and changes to existing programmes in accordance with the University's Programme and Course Approval and Management Policy.	5
4. Contribute to the University's programme of Teaching Programme Reviews, Postgraduate Programme Reviews and other reviews. Monitor the external accreditation of programmes by relevant professional accreditation bodies.	5
5. Member of the College's senior management team, and the College Strategy and Management Committee, and so to contribute to the strategic management of the College.	5
6. Represent the College in relevant University-level committees and working groups	5

7. Deputise for the Head of College as required (both internally and occasionally infrequent externally).

#### **4. Planning and Organising**

- Planning the development and implementation of quality audit and assurance arrangements for the College.

#### **5. Problem Solving**

- Negotiating with Heads of Schools, School Directors of Quality, Dean of Learning and Teaching, and Dean of Students in connection with the implementation of QA arrangements.
- Negotiating with functional Vice-Principals/Assistant Principals and other senior University managers to effectively represent the interests of the College.

#### **6. Decision Making**

- Decides on policy and implementation arrangements for QA activity, after consultation with (depending on the issue) the College Quality Assurance Committee, the Senatus Quality Assurance Committee or the College Strategy and Management Committee.

#### **7. Key Contacts/Relationships**

- Head of College (line manager)
- College Registrar (as part of the College's senior management team, particularly in connection with planning and resource allocation)
- Dean of Learning and Teaching and Dean of Students (on enhancing the student experience)
- Head of Academic Affairs in the College (policy creation and implementation arrangements)
- School Directors of Quality
- College administrative staff
- Heads of School (high-level academic strategy, particularly when the allocation of resources is involved)
- Directors of Teaching (academic strategy and academic governance)
- Colleagues in Academic Services
- Assistant Principal Academic Standards and QA
- Relevant external organisations and individuals (to maintain an understanding of quality assurance methods and thinking in the UK and Scottish HE sectors)

#### **8. Knowledge, Skills and Experience Needed for the Job**

- Experienced academic with a strong track record in academic leadership.
- Ability to influence colleagues at all levels.
- Ability to promote and manage change.
- Ability to work effectively with colleagues at all levels including skills in effective delegation, time management, and team working.

#### **9. Dimensions**

- The College has seven Schools with a total of ~6000 undergraduate, ~1225 taught postgraduate students and ~1200 research postgraduate students. The College's teaching programmes are delivered by approximately 750 academic staff.

#### **10. Job Context and any other relevant information**

The job is combined with a senior academic role. It will take ~30% of the individual's time .

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