



## **JOB DESCRIPTION**

<b>Job Title</b>	Academic Quality Officer
<b>Department</b>	Head Office
<b>Line Manager</b>	Academic Quality Manager
<b>Location</b>	London, Oxford

### **About Oxford Business College**

Since 1985, Oxford Business College (OBC) has spearheaded transformative education, carving a unique path for overlooked individuals, especially mature students facing barriers in traditional education. Operating seven days a week for our students, OBC's pioneering approach adapts to the diverse lifestyles & commitments of non-traditional learners. Across campuses in West London, Oxford, & Brentford, OBC's ultra-flexible scheduling ensures inclusivity, reinforced by a robust digital infrastructure. Actively fostering a sense of belonging for students from all backgrounds, we provide comprehensive support services. Emphasising practical skills for employability through industry placements, OBC stands as a dynamic catalyst for change, reshaping higher education with an unwavering commitment to accessibility, flexibility, & inclusivity. With over 7500 students & 300 colleagues, join OBC in shaping the future of education & unlocking opportunities for a diverse range of students.

### **The role**

To work as part of the Academic Quality Team to plan and provide an effective and responsive administrative service in support of quality activities associated with educational programmes and related activities across OBC and Partner organisations.

To apply knowledge and understanding of, and perform key quality related processes that underpin the education portfolio.

### **Key Responsibilities**

#### **Supporting Quality Assurance Plans:**

- Support the effective delivery of quality assurance and enhancement plans at OBC.
- Assist in developing and managing the academic committee governance cycle.

#### **Committee and Stakeholder Coordination:**

- Draft agenda items and finalise agendas with Committee Chairs and other stakeholders.
- Produce accurate committee minutes and action summaries promptly.
- Maintain the action plans for committees of the College.
- Proactively follow up with stakeholders on actions, providing regular reports to the Academic Quality Manager.



#### **Document and Data Management:**

- Respond to quality-related queries and manage the Quality inbox effectively.
- Maintain the External Examiner records, ensuring coordination, communication, and compliance.
- Organise files within internal Teams sites and Quality intranet.
- Assist in preliminary data collection, analysis, and initial report drafting to support the development of a data quality framework.

#### **Collaboration and Relationship Building:**

- Collaborate with marketing and web teams on course information updates.
- Foster relationships with internal stakeholders such as Registry and Casework teams.
- Assist the Chief Academic Officer in external partner events as needed.

#### **Training and Development Support:**

- Identify training needs and coordinate professional development sessions under the guidance of the Academic Quality Manager.

#### **Policy and Research:**

- Conduct research into higher education policy to inform College regulations.
- Provide input and feedback on the effectiveness of policies and procedures based on operational experience and interactions with stakeholders.

#### **Promotion of College Values:**

- Demonstrate and promote Oxford Business College's values, culture, and educational ethos.
- Uphold principles of equality, diversity, and inclusivity in daily practice.

## **PERSON SPECIFICATIONS**

#### **Desirable**

- Higher Degree qualification
- Experience of Continual Professional Development
- Previous experience in implementing administrative processes effectively

#### **Essential Criteria**

- Available and willing to work occasional weekends.
- Educated to Degree level with relevant experience
- Familiarity with Academic Quality Assurance in and Educational (or similar) institution.
- Excellent communication skills with experience of committee servicing, and preparing committee papers to a high standard