

LIBF

JOB DESCRIPTION

SECTION 1 – BASIC DATA

Job Holder:		Job Title:	Head of Academic Quality
Reports to:	Registrar, Quality, Policy and Regulation	Job Location:	Home/London
Department:	Quality, Policy and Regulation	Job Family:	Team Leader Specialist

SECTION 2

DEPARTMENT STRUCTURE

Please see appendix A

SECTION 3

OVERALL JOB PURPOSE

The Head of Quality will lead on the strategic and operational management of the quality processes that provide the Senior Leadership Committee and the Board that the institution has robust framework for the management of quality learning and teaching and the maintenance of academic standards across all regulated provision: higher education (OfS), degree apprenticeships (DfE) and professional education (Ofqual).

Reporting to the Registrar the post holder will:

- Lead a dynamic, results-driven professional services team, supporting colleagues in achieving quality assurance and regulatory compliance objectives
- Represent the institution internally and externally with authority and credibility
- Utilise professional and sector expertise to oversee the regular review of academic quality frameworks and processes, leading change initiatives to ensure the effective implementation of related recommendations
- Coordinate the design and delivery of high-quality professional developing, ensuring it anticipates future needs and adapts to the evolving demands of internal and external stakeholders.
- Play a pivotal role in the Quality, Policy and Regulation leadership team supporting the smooth running of the Directorate in relation to the achievement of objectives and key results (OKRs), effective risk management and managing and developing a high performing team

LIBF

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

1. Lead and manage teams within remit to support the delivery of the Strategic Plan, deploying resources effectively, including setting objectives and performance reviews. Ensure the team and quality processes are customer centric and meet legal and regulatory requirements.
2. Support the Registrar and other senior colleagues in providing high level, expert advice in relation to academic quality across regulated provision.
3. Lead on academic governance by overseeing academic and regulatory committee framework, ensuring timely workflow. Provide guidance on regulations, student representation, and meeting attendance; deputise as the Ofqual Responsible Officer in the Registrar's absence.
4. Support the Registrar in preparing and submitting reports and updates on issues relating to academic quality to relevant committees. Prepare annual reports to assure the Board, regulators, and other bodies of compliance to OfS Conditions of Registration, DfE/ESFA funding rules and Ofqual General Conditions of Recognition. Oversee regulatory approval processes and contribute to internal and external audits, maintaining a compliance dashboard.
5. Lead the development and continuous enhancement of internal quality assurance processes. Oversee academic frameworks, policies, and regulations, ensuring their efficient implementation while driving policy updates to uphold educational standards.
6. Monitor external quality assurance trends and ensure compliance with regulatory standards. Conduct sector benchmarking, review policies and processes, and implement improvements to align with external standards and best practices.
7. Lead quality assurance of collaborative arrangements in higher education and financial education provision, managing regulatory approvals for new and ongoing collaborative partnerships ensuring they align with academic and regulatory standards.
8. Build strong and effective working relationships with colleagues across the institution and with service providers and in doing so build trust and confidence, maintain effective communication to enable the delivery of quality processes.
9. Proactively advance knowledge and skills by actively engaging in external networks and consistently pursuing relevant training and development opportunities.
10. Any other reasonable duties.

CONTACTS AND INFLUENCE EXERCISED

- Members of deliberative committees where appropriate.
- Faculty and staff, including those at collaborative partners.
- Peers from other educational establishments.
- External suppliers, service providers and regulators

LIBF

DECISIONS

Indicate the level which best describes the job holder's involvement in the decision-making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	✓
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance objectives	✓

DEFINITION /CLARITY

The role contributes to the successful retention of taught degree-awarding powers within the higher education area, the continued recognition with Ofqual, CCEA and Qualifications Wales and a structure across LIBF which ensures ongoing quality assurance and enhancement of the educational areas.

ANY ADDITIONAL FEATURES OF NOTE

None.

Signed Date
JOB HOLDER

Signed Date
MANAGER

LIBF

PERSON SPECIFICATION

Job Title: Head of Academic Quality

Reports to: Registrar

Department: Quality, Policy & Regulation

Qualifications, knowledge and professional memberships	Essential / desirable?	
Degree level education or equivalent	Essential	
Detailed knowledge of regulatory expectations across several of LIBF regulators, such as the Office for Students/DfE & ESFA/ Ofqual)	Essential	
Detailed understanding of quality assurance issues within a higher education and professional education environment	Essential	
Technical Skills and Experience		
Experience of working in an educational institution with responsibility for quality assurance and/or collaborative provision	Essential	
Excellent communication skills appropriate to the audience and method of communication, with particular emphasis on communicating complex information to a wide audience.	Essential	
Proven experience of working with academic governance and committee structures, providing high-level advice to committee chairs and other stakeholders	Essential	
Proven extensive experience in managing and developing a high performing team	Essential	
Excellent analytical and problem-solving skills, including a high degree of numeracy	Essential	
Excellent planning and organisation skills, working with a high level of independence	Essential	
Proven skills and experience in developing good working relationships internally and externally, including with external suppliers, service providers and regulators	Essential	
Proven ability to effectively manage change initiatives and drive process improvement and enhancement within complex organisations	Essential	
Commitment to quality enhancement	Essential	
The confidence and ability to lead, advise, negotiate and influence successfully, internally and externally	Essential	
Accustomed to working in both UK and international markets	Desirable	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced
Communicating effectively	E	E
Business thinking	E	E
Developing Yourself	E	E
Getting things done to achieve results	E	E
Digital Capability	E	E
The Customer Experience	E	E
Managing quality and standards	E	E
Applying judgement and taking decisions	E	E

Appendix A – Team Structure

