

# Administrator (Quality)

## Job Description

### POSITION OVERVIEW

<b>Department</b>	Quality
<b>Location</b>	Devon House, London (Hybrid role)
<b>Term</b>	Full-time
<b>Salary</b>	Up to £25,000 per annum, depending on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	ASAP

This role has a broad remit, providing a range of administrative services to the Quality Team. The Quality Team helps strengthen and develop the College's academic standards, policies, and procedures.

### Duties and Responsibilities

#### General

- Developing and maintaining excellent relationships with staff and students.
- General administrative duties to include minute taking, diary management, administering surveys, coordinating internal and external meetings, proof reading, inputting data, formatting, tracking and publishing documentation.
- Supporting role to the Quality Team on quality assurance when required.

**Programme Management**

- Support the Quality Team in maintaining version control of programme and course documentation, including supporting the coordination of the production of programme specifications, course descriptors and programme handbooks for proposed degrees, supporting the coordination of current programme and course modifications.
- Supporting the coordinating of College programme approval events, in line with AQF4 Programme and Course Approval and Modification.
- Support the Quality Team in the administration of the annual review and monitoring processes in line with AQF5 Annual Monitoring and Reporting.
- Support the Quality Team in maintaining version control of core documentation.

**Student Engagement**

- Support the College’s internal and external student surveys.

**About the College**

Founded in 2012, New College of the Humanities has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University’s global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. NCH continues to grow further expanding its student cohort, courses, network, and opportunities.

**Person Specification Criteria (Essential / Desirable)**

Person specification	Essential / Desirable
<b>Education/training</b>	
Honours degree or equivalent professional or vocational qualification	D
<b>Experience</b>	
Knowledge and experience of regulatory frameworks in Higher Education	D
<b>Skills and aptitudes</b>	
Good written communications and strong interpersonal skills to deal with individuals at various levels and a positive attitude	E

Excellent IT skills, including advanced Excel, Word, Student Information Systems, and Virtual Learning Environment platforms	E
Ability to display discretion, particularly when handling confidential documents	E
Ability to prioritise workload, exercise good time-management and the ability to work to deadlines, and excellent organisational skills	E
Ability to pay close attention to detail	E
A team player, able to work collaboratively, and also able to work independently	E

### Application Process

Applications should be made via [this link](#) by 20:00 on 13 October 2022. Please reference your application “**QA0922**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone.

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.