University of Edinburgh

Job Description Template

1. Job Details
Job title: Continuing Personal Education Co-ordinator (Accreditation, Quality Assurance and Tutor Development Manager) (1 FTE)

School/Support Department: Office of Lifelong Learning

Line manager: Deputy Director

2. Job Purpose
Co-ordinate the Continuing Personal Education strand of OLL work, both through contributing to policy decisions and managing their implementation, with particular responsibility for course validation, assessment, tutor training, and quality assurance and enhancement. Provide line-management for a group of Course Organisation and Support staff. Contribute directly to OLL business, and develop the work of OLL as a service provider both to the University and to the general public.

3. Main Responsibilities

1. Undertake line management for a small group of OLL staff to support them in their posts, monitor their performance and encourage their development, advising on, and assisting in a variety of issues. Work with the Deputy Director to manage their contracts, leave and other HR issues. Contribute to the training and development of core OLL staff and tutors. 15%

2. Contribute to OLL policy formation, and lead in areas of specific responsibility. Working, at times, with other senior staff, to plan and manage policy implementation, allocate work and monitor its progress, review its effectiveness and resolve problems. 20%

3. Lead in the development and management of policies and practices relating to OLL course validation, and assessment development and delivery. Develop and manage OLL systems for the storage and retrieval of course information, and credit related data. 35%

4. Lead in the development and management of tutor training programme for 150 part time tutors. 15%

5. Develop and manage academic quality assurance and enhancement systems. Develop and improve operational systems, streamlining and standardising where possible. Assist with the progressive integration of OLL systems with those of CHSS/University, leading in those relating to validation, quality and assessment. Develop manuals and documentation, and assist with the production of OLL materials. 10%

6. Assist in developing the work of OLL as a service provider both to the University and to the general public, working in partnership in/outside the University. 5%

4. Planning and Organising
Contribute to the review and planning of OLL business and curricula in OLL’s annual planning cycle. Plan and manage the validation processes for credit and non-credit bearing
CPE courses. Lead in the development and monitoring of selected OLL information systems e.g. Course Information, and assist in the development of others e.g. advising on the EUCLID specification. Taking a pro-active approach, support line-managed staff in meeting the demands of their posts. Providing tutors with key information and guidelines relating to course organisation, delivery and assessment. Contribute to the production of student information.

5. Problem Solving
Support line-managed staff in resolving problems, e.g. moderating scripts and agreeing disputed marks, and resolving problems with tutors. Identify solutions to systems issues, e.g. identifying local electronic storage systems for course proposals. Work within a team to identify solutions for selected operational issues pertaining to the planning and delivery of courses. Identify options for the harmonisation of OLL policies with CHSS requirements.

6. Decision Making
Contribute to decision-making and strategy/policy formation through OLL meetings, helping to ensure that decisions are well co-ordinated. Take a leadership role in developing OLL’s validation, quality and assessment policies. Assist line-managed staff with decisions related to their responsibilities. Where appropriate, help to recruit new staff.

7. Key Contacts/Relationships
Carry out appraisals etc. for line-managed staff. Negotiate with University staff to achieve the integration of OLL into University structures/ practices etc. Represent, and negotiate on behalf of OLL, on the CHSS Undergraduate Committee, and Quality Committee. Act as OLL’s lead representative on the Interim Validation Board for Continuing Education and support the Chairperson by providing all relevant documentation. Liaise with OLL’s contracted External Examiners, and members of the Board of Examiners to ensure good practice in the delivery and moderation of all assessment.

8. Knowledge, Skills and Experience Needed for the Job
Knowledge of the needs of adult learners, learning strategies and HE structures, policies and systems. Understand the culture of higher education and its academic standards so as to be able to assist in the assessment moderation. Experience of curriculum development and management of quality assurance and enhancement practices within an education environment. Experience of line management and of working within a team structure, with skills in motivating staff, leading in a climate of change, resolving problems and effective team-working. Excellent communication skills. Holder of a first degree in a relevant academic area, with experience of different subject disciplines.

9. Dimensions
Manage two Course Organisers and Credit Secretary. Contribute to the co-ordination of a team of 5 Course Organisers Prepare information for tutors annually, in the form of Assessment Guidelines, Tutor Newsletters and ad hoc communications reflecting changing practices 150 part-time tutors, 26 OLL staff. Effect on 4,000 student enrolments, with particular impact on approximately 50 OLL Certificate Students and 50 Credit for Entry Students. Produce and present a variety of internal OLL Reports to Academic Policy Group and Senior Staff Group, and for annual planning cycle meetings. Creation of OLL annual Quality Report, Teachability Report for CHSS and report for The Interim Validation Board for Continuing Education.

10. Job Context and any other relevant information
Migration to centralised MIS; integration of undergraduate enrolments into OLL systems, development of part-time degrees; new services for University staff and students; the development of new learning platforms Contribute to raising public awareness of OLL’s provision.

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