

Sotheby's INSTITUTE OF ART

Position Title:	Senior Quality Officer
Location:	Sotheby's Institute of Art - London
Reports To:	Quality Manager
Contract:	Permanent, 35 hours per week, office / home based. Part-time / job-share will be considered
Salary range:	£34,000 - £38,000 per annum dependant on skills and experience

Background:

Sotheby's Institute of Art – London has been educating and training the next generation of art world experts and leaders since 1969. The Institute can be found in the heart of Bloomsbury, London, and is situated in Bedford Square, one of the best preserved Georgian squares in London with a private central garden. With a sister institute in New York and a strong online presence, the Institute's reach is international, while its partnership with the University of Manchester, which has validated its London academic programmes since 1995, has ensured that it is firmly placed within the UK higher education landscape.

High quality student experience was confirmed by QAA reviews in 2012 and 2016. Further to registration with the Office for Students in 2019 and a successful move from the Approved to Approved (Fee Cap) category in 2020, the Institute's strategic objective is now to apply for Degree Awarding powers. As part of the strategy to achieve this, we are looking to expand our Quality Team. The ideal candidate will have experience of working within an institution which has gained Degree Awarding Powers in recent years.

Key responsibilities

- To support the planning and preparation of the Degree Awarding Powers application.
- To assist in the writing of the QAA self-assessment document and preparation of supporting evidence.
- To contribute to the drafting of new or revised policies, procedures, processes and strategies that would give the Institute the autonomy to successfully assure its own quality and standards and demonstrate this to the OfS and QAA.
- To be part of the ongoing quality assurance and enhancement activities of the Institute's Quality Team during the application process, including:
 - Quality monitoring and data analysis
 - Student engagement and feedback
 - Moderation and verification activities
 - Exam Boards
 - Programme review and development activities
 - Compliance with registration requirements of OfS, QAA, OIA and HESA and the validation requirements of the University of Manchester

- Participation in internal misconduct, complaints and appeals processes.
- To support and participate in the development of the new structures, committees, strategies, activities and roles that will come into effect as the Institute progresses towards Degree Awarding Powers.

Skills and Experience required:

- Experience of working in Higher Education, ideally within a quality assurance environment
- Demonstrable understanding of Higher Education quality assurance and enhancement systems and practices.
- A sound understanding of the landscape of the Higher education sector and the functions of its regulatory bodies.
- The ability to understand, interpret and apply policy consistently and to contribute to the writing of new policy documents.
- Proven analytical and problem-solving skills.
- Excellent written and verbal communications skills, able clearly to communicate complex and detailed information with a variety of audiences, managers, faculty, support staff, students and regulators.
- Good teamworking and creative thinking skills.
- Ability to work flexibly within a small, multi skilled team.
- Educated to degree level or equivalent.

Please note the following:

1. Please submit your CV and a covering letter demonstrating how you meet the person specification for this position to: vacancies@sothebysinstitute.com
Please state where you have seen this role advertised.
Please include details of 2 referees, one of which should be your current / most recent employer. Referees will not be contacted without seeking prior agreement with applicant.
Salary dependent on skills, qualifications and experience, £34,000 – 38,000 per annum.
2. Benefits include 25 days annual leave plus additional discretionary leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme. The Institute operates a hybrid working policy, with employees normally able to work up to 3 days from home per week.
3. Applicants must have the right to work in the UK
4. Closing date 17 October 2021