



**Leeds University Business School  
Student Education Service**

**Accreditation Manager**

We are seeking a self-motivated, flexible and committed individual to take responsibility for the planning and management of accreditation processes in partnership with the academic lead.

You will oversee and ensure the effective delivery of all activities in relation to the Faculty's accreditation process for The European Quality Improvement System (EQUIS), Association of MBAs (AMBA) and Association to Advance Collegiate Schools of Business (AACSB), including submission of annual reports, developing working relationships with the accreditation bodies, briefing all stakeholder's and co-ordinating accreditation visits. You will lead on the development and implementation of data management requirements to underpin the accreditation process. You will ensure that actions raised through reviews and visits are embedded in Student Education strategic development plans and that best working practices are established in student education to maintain and support accreditation needs.

You will have knowledge and understanding of quality assurance and accreditation standards. You will have awareness of the key challenges faced in the Higher Education Sector. You will have experience of identifying areas for improvement and recommending solutions. You will have excellent communication skills - able to effectively communicate complex information, including policies and procedures, to staff and students. You will have excellent organisational and time management skills.

**University 7 (£31,656 - £37,768 p.a.) with scope to appoint on University Training Grade 6 (£25,769 - £30,738 p.a.)**

**Where the successful candidate is appointed at University of Leeds Grade 6, a personal development plan will be put in place.**

**Informal enquiries may be made to Angela Tattam, email [A.M.Tattam@lubs.leeds.ac.uk](mailto:A.M.Tattam@lubs.leeds.ac.uk)**

**Closing Date: 10 May 2016**

**Interviews are expected to be held on 20 May 2016**

**Ref: LUBSC1112**

**Click here for further information about working at the University of Leeds [www.leeds.ac.uk/info/20025/university\\_jobs](http://www.leeds.ac.uk/info/20025/university_jobs)**

## **Job Description**

**Responsible to: Faculty Education Service Manager**

**Reports to: Service Delivery Manager**

### **Main duties and responsibilities**

#### **Overview**

- In conjunction with the academic lead for accreditation, take responsibility for the planning and management of Faculty re-accreditation processes for EQUIS, AMBA and AACSB and for the maintenance of other existing and potential accrediting bodies.
- To lead on the management and maintenance of data requirements working with the Functional Education Service Managers with responsibility for Quality Assurance, Assessment and Student Support. Developing systems and processes to underpin the accreditation process.
- Responsible for managing and drafting documentation for accreditation submissions.
- Responsible for effective data management.
- Effectively influence senior colleagues and members of staff with clear and concise written and verbal communications.
- Build and facilitate excellent working relationships with the accreditation bodies ensuring effective two way communications and information flow.
- Attending relevant courses, conferences, networking events both nationally and internationally on behalf of the School as appropriate.
- Responsible for the planning and implementation of the recommendations following an accreditation visit, alongside school strategic projects for continuous improvement.
- Develop and manage internal communication of the accreditation timeline, monitoring performance and achievement of actions.
- Look for ways to mitigate and solve complex problems so as not to detrimentally affect the accreditation process. Analyse the issues, research alternative options and make considered, well thought through recommendations, gaining buy-in from relevant Faculty and team members for any proposals.
- Keep up to date with developments in accreditation body's standards and philosophy, briefing colleagues and facilitate their timely adoption.
- Management of the accreditation budgets.
- Development of networks with relevant academic and professional staff at other accredited member schools.

## **Management**

- Manage the implementation of all project processes across the Faculty.
- Drive improvement of policy, processes, and systems ensuring that they are effective and consistently applied.
- Be responsible for clarifying expectations and engaging members of the Faculty in setting and delivering accreditation recommendations which align to Faculty and University objectives.
- Lead on the Faculty implementation of new systems developments in support of accreditation processes, contributing to working groups as appropriate; ensuring resourcing implications are properly understood.
- Oversee the training, development and performance management of the staff supporting and delivering accreditation processes in accordance with the University and Student Education Services policy and procedures.
- Encourage flexibility and support the development of a strong, supportive team ethos across colleagues, engaging with key stakeholders within the Faculty and Student Education Service.
- Provide expert advice and guidance to academic colleagues, in order to deliver new developments, resolve problems and influence or take decisions as appropriate.
- To work with colleagues, to align the AACSB, AMBA and EQUIS accreditation process, and with the University's Integrated Planning Exercise in order that these form a cohesive and integrated mechanism for continuous improvement and for implementing the School's strategy.
- To manage and contribute to projects which arise from accreditation body recommendations.
- Line management of Accreditation and Quality Assurance Officer

## **Operational**

- In conjunction with the Faculty Education Service Manager, Academic Directors and Education Service Managers, co-ordinate the delivery of a high quality service, effectively resourced with staff deployed appropriately to meet fluctuations in workload across all functions.
- Be responsible for ensuring the effective stakeholder engagement including effective communications, management of expectations and appropriate engagement in product design and change delivery.
- Responsible for establishing, developing and maintaining systems and processes required for the delivery of all accreditation projects.
- Monitor service delivery and address fundamental and complex issues which militate against effective and consistent service delivery.
- Analyse service performance data and prepare reports and recommendations to inform short and long-term Faculty strategic priorities.

- Actively develop accreditation knowledge and expertise and encourage the sharing of good practice and knowledge exchange across the Faculty.

### **General**

- Undertake all aspects of the role in line with the University values and standards, including the Leadership and Management standard.
- Integrate the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University.
- Meet all personal health and safety responsibilities.
- Carry out any other duties as may reasonably be required, consistent with the grade of the post

### **Career Expectations**

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

This role is being advertised on a training grade. Where the successful candidate is appointed at University of Leeds grade 6, a personal development plan will be put in place. It is anticipated that this will be over a three year timescale and on satisfactory completion of this plan the individual will advance to University of Leeds grade 7.

### **University Values**

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

## Person Specification

Experience	Essential Requirements	G6	Additional for appointment at G7	How Assessed
	A knowledge and understanding of quality assurance and accreditation standards	X		A/I
	A detailed understanding of student education processes from strategic and operational perspectives		X	A/I
	Evidence of an awareness of the key challenges in the Higher Education sector	X		A/I
	Experience of identifying areas for improvement and recommending solutions	X		A/I
	Experience in influencing and negotiating effectively with others to achieve desired outcomes		X	A/I
	Experience in providing direction and support to team members, engendering a team spirit; supporting and motivating staff		X	A/I
	Experience in identifying, prioritising and delegating tasks to staff, monitoring workloads and achievements, taking appropriate remedial action where necessary		X	A/I
	Demonstrable experience in leading and managing change affecting both people and processes		X	A/I
Behaviours				
Customer service ethos	An enthusiasm and commitment for delivering an exceptional service	X		A/I
Personal development	Commitment to own and colleagues' continuous professional development	X		A/I
Continuous improvement	Able to develop and embed standards; experienced in reviewing processes and continually improving them	X		A/I
Skills				How Assessed
	Project management skills and experience		X	A/I

Communication	Excellent communication skills - able to effectively communicate complex information, including policies and procedures, to staff and students	X		A/I
	Ability to convey knowledge and ideas in writing and in oral communication	X		A/I
Time management	Excellent organisation and time management skills; able to prioritise tasks to meet deadlines, targets within set frames and conflicting demands	X		A/I
Problem solving and analytical skills	Ability to apply knowledge and experience of student education to resolve complex problems using initiative and implementing practical solutions	X		A/I
	Experience of applying knowledge and experience of quality assurance to resolve complex problems using initiative and implementing practical solutions and an ability to anticipate future requirements		X	A/I
	Ability to think strategically and contribute to policy making		X	I
Numerical skills	Ability to produce and use management information; identifying trends and patterns in data and influence decision making at strategic levels		X	A
Interpersonal skills	Effective networking skills; able to build relationships with colleagues throughout the Education Service	X		I
	Experience of participating in networks and improvement initiatives	X		A/I
Team	Able to work effectively and proactively as part of a team; experienced in providing direction, lead, inspire and support to team members		X	I
	Able to work independently and with limited supervision		X	I
	Able to prioritise and delegate tasks amongst the team and monitor achievement	X		A/I
Negotiation	Able to effectively influence and negotiate with others to achieve desired outcomes	X		I
<b>Skills</b>				<b>How Assessed</b>
IT skills	Highly proficient in Microsoft Office products, particularly Word and Excel, including use of more advanced features	X		A
Flexibility	Demonstrate resilience to deal with the competing and conflicting demands of the role in a fast changing work environment	X		A/I

Accuracy	Excellent accuracy and attention to detail	X		A
	<b>Total number of essential criteria requested</b>			20
	<b>Desirable Requirements</b>			How Assessed
	Experience of leading and managing staff including resolving complex staffing issues			A/I
	Ability to access, interrogate, interpret and comment on complex data stored in an electronic database			A/I
	Experience of working with Accreditation Bodies and organisations Experience of overseeing a successful accreditation submission			A/I

A = Application Form, I = Interview

## **Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr)

## **The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

## **Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Disabled Applicants**

The post is located in the Maurice Keyworth Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk) or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**