

JOB DESCRIPTION

Job Title: Faculty Senior Standards and Conducts Officer (Accreditations)

Grade: SG6

Department: Faculty of Engineering and Science

Responsible to: Faculty Standards and Conducts Manager

Responsible for: N/A

Key Contacts: Programme and Module Leaders, Heads of Schools and other academic staff within the Faculty, Senior Faculty Education Administration Manager, Senior Education Officers, other faculty administrative staff, other central departments

Standard Occupational Classification (SoC code): TBC

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The post holder will lead the oversight, maintenance, and continuous development of the faculty's process management framework for accreditation, validation, and revalidation activities, taking a proactive and forward-planned approach to regulatory compliance and quality assurance. Working strategically with senior leaders and academic colleagues, the role involves anticipating forthcoming activity, ensuring clear accountability and adherence at each stage of the process, and systematically monitoring progress to manage risk and support timely delivery. The post holder will provide expert guidance to academic teams on the preparation of submission data and supporting documentation and will work in close partnership with the Senior Standards and Conduct Officer (Approvals) to plan and support Faculty approval events effectively. The role also includes shared responsibility for the strategic coordination, servicing, and minute-taking of Faculty Industry Board meetings, supporting external engagement and continuous improvement.

KEY ACCOUNTABILITIES

Team Specific:

- Work collaboratively with key staff to maintain and regularly update the faculty's process management framework for accreditation, validation, and revalidation activity.

- Proactively maintain expert knowledge of accreditation requirements across professional, statutory, and regulatory bodies, ensuring full alignment with university policies and procedures.
- Proactively work with Programme and Module Leaders and Heads of School to plan, coordinate, and manage accreditation and (re)validation processes in line with university requirements.
- Establish and sustain effective working relationships with internal and external stakeholders to support the successful planning and delivery of accreditation and validation events.
- Work collaboratively with colleagues across the faculty to collate required data and documentation accurately and within agreed timescales.
- Plan, attend, and contribute actively to accreditation events, meetings, and panels, ensuring appropriate preparation and engagement.
- Liaise with Programme Leaders and Heads of School to ensure that post-event conditions, recommendations, and actions are completed and monitored within agreed deadlines.
- Work in partnership with the Quality Team to ensure the accuracy, consistency, and completeness of information prior to publication.
- Collaborate with the Marketing Team to ensure that Faculty web content reflects accurate and current accreditation and validation information.
- Work closely with the Faculty Senior Standards Officer (Approvals) and Faculty Senior Standards Officer to support the effective operation of the faculty approvals process.
- Provide effective line management to designated staff, ensuring clear communication of responsibilities, objectives, performance expectations, and ongoing support.
- Liaise with all relevant staff in schools across the faculty to arrange, service and minute taking in the Industry Board meetings and other relevant committees.
- Ensure the continuity and effective operation of Faculty approval activities by providing cover in the absence of the Faculty Senior Standards and Conduct Officer (Approvals), including responsibility for the servicing of meetings and accurate minute-taking.

Generic:

- Provide comprehensive administrative support to ensure that accreditation requirements are fully met and delivered in accordance with agreed standards and timescales.
- Develop and maintain a robust understanding of accreditation requirements, drawing on guidance issued by professional bodies and information provided through Faculty and University sources.
- Advise academic and professional staff on the expectations and requirements of relevant Professional, Statutory, and Regulatory Bodies.

- Support the drafting and finalisation of documentation, securing agreement on key supporting materials to be presented during accreditation visits.
- Assist, and where appropriate lead, in the collection, coordination, and analysis of information required for accreditation submissions, working collaboratively with colleagues across the Faculty and wider University.
- Coordinate the provision of evidence in support of internal and external audits, as well as external reviews and national-level exercises conducted by accrediting bodies.
- Support the final preparation, approval, and submission of accreditation documentation and associated evidence within specified deadlines.
- Liaise with Professional Bodies to agree accreditation visit dates and coordinate logistical arrangements, including accommodation and catering requirements for visiting panels.
- Work closely with the accreditation lead to agree an event timeline, ensuring all relevant staff are informed of their roles and responsibilities, and assist with the coordination of accreditation visits.
- Provide ongoing guidance and support to academic staff involved in accreditation and validation processes.
- Share responsibility for the planning, coordination, and servicing of Faculty Industrial Board meetings.
- Ensure the appropriate storage, maintenance, and archival of accreditation and administrative documentation in line with university policies, QAA requirements, professional body standards, and the Faculty Records Retention Schedule.
- Act as a Faculty administrative representative at meetings and events, contributing as required.
- Manage and maintain electronic accreditation files in accordance with local practice, University policies, and General Data Protection Regulation (GDPR) requirements.
- Provide relevant accreditation information and supporting certification to the Faculty Health and Safety Manager to support statutory health and safety records.

Managing Self:

- Demonstrate confidence and professionalism when working with academic and professional staff at all levels within the University.
- Engage effectively and confidently with external stakeholders, including external accreditation and professional bodies.
- Communicate clearly and effectively, both verbally and in writing, with a range of audiences.
- Show initiative and self-motivation, with the ability to work independently and take responsibility for own workload.
- Effectively manage personal time and priorities, demonstrating reliability and dependability in meeting commitments.

- Set personal objectives and work efficiently to meet deadlines, managing competing demands as required.
- Take responsibility for maintaining and developing own continuous professional development (CPD) in line with role requirements.
- Respond to enquiries and requests promptly, professionally, and appropriately.
- Maintain confidentiality at all times and handle sensitive information with discretion and integrity.

Core Requirements:

- Adhere to the University’s policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety, Data Protection and Equality Legislation.
- Adhere to the university’s Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, reflecting the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the faculty delivers the required level of service.

The postholder will be expected to undertake and maintain relevant health and safety responsibilities including:

- Health and Safety Liaison Officer
- First Aid at Work certification
- DSE (Display Screen Equipment) Assessor duties
- Mental Health First Aider responsibilities
- Fire Warden training and responsibilities

Freedom of speech and academic freedom:

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University’s commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any

conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

KEY PERFORMANCE INDICATORS:

- Successful completion of accreditation/validation events of programmes within the Faculty.
- Ongoing successful working relationships with academics and external accreditation bodies.
- Successful maintenance of the accreditation spreadsheets and systems throughout the year.
- Successfully completes the appraisal process, setting, monitoring and achieving agreed objectives

KEY RELATIONSHIPS (Internal & External):

- Programme and Module Leaders, Heads of Schools and other academic staff within the Faculty.
- Staff at all levels in the Faculty and University.
- Faculty Standards and Conducts Manager.
- Faculty Senior Education Administration Manager.
- Faculty Administrative Team.
- Accreditation bodies.
- External Examiners and visitors.
- Students and student representatives
- University networks and employer bodies

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Administrative experience in an education environment and administrative office
- Experience of managing projects
- Experience of working successfully to deadlines under pressure
- Experience of servicing and minute-taking at Committees and meetings.

Desirable Criteria

- Experience of working in an FE/HE Environment
- Knowledge of an accreditation process for an education establishment would be an advantage
- Experience of systems and procedures in Higher Education

SKILLS:

Essential Criteria

- Ability to rapidly assimilate information and take control of projects, working to tight deadlines.
- Adaptable and able to deal positively with changing circumstances and deadlines.
- Excellent tact and diplomacy skills.
- Excellent working knowledge of Microsoft Office, including Word, Excel, Outlook and Teams
- Excellent interpersonal and influencing skills – to work effectively with a wide range of colleagues, especially senior-level colleagues and externals
- Capacity for independent working as well as being enthusiastic about contributing as an active member of the team
- Awareness of commercial sensitivity information confidentiality.

Desirable Criteria

- Working knowledge of accreditation systems and software

QUALIFICATIONS:

Essential Criteria

- Degree level or relevant qualifications, or extensive experience in administrative support.

Desirable Criteria

- PRINCE2 or similar Project Management qualification.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- Demonstrated ability to quickly acquire comprehensive knowledge of accreditation bodies and associated assessment requirements.