



Job Description

Title	Principal Quality Assurance & Standards Officer
Department	Quality & Qualification Framework Office (QQFO)
Category	Academic
Stream	Quality Management (QM)
Reports to	Pro Vice Chancellor Academic through Manager Quality & Qualifications Framework (MQQF) Quality & Qualifications Framework Office (MQQF) through Chief-Quality Assurance Officer
Campus	Kukum
Summary of Duties	The successful applicant will facilitate the development, implementation and revision of quality assurance processes, standards and other operational tools to support the development of a competitive higher education environment.
Detailed Roles & Responsibilities	
Task	<ol style="list-style-type: none"> 1. Strategy <ul style="list-style-type: none"> • Contribute to the development and implementation of the business strategy and operational plans for the Quality Assurance & Standards Office; 2. Reporting <ul style="list-style-type: none"> • Develops operational reports of the Quality & Standards Office and identifies matters for action, policy development and reviews; • Reviews quality assurance processes and standards and makes appropriate recommendations for improvement; • Develops, reviews and communicates quality assurance guidelines, standards and other operational tools for the University and where seen to be most appropriate; • Reviews registration procedures and accreditation standards and tools, and proposes changes for approval by the Senate through the Quality Assurance Committee to ensure operational efficiency and effectiveness; • Facilitates stakeholder input into the University Quality Assurance Systems and Mechanisms to ensure relevance and stakeholder buy-in;

	<p>3. Quality Assurance;</p> <ul style="list-style-type: none"> • Defines requirements and recommends and facilitates engagement of qualified experts to provide quality assurance services to support all preparations necessary for acquiring status regarding registration, accreditation and the auditing of the University academic programmes • Facilitates the review of programmes, production of review reports and sharing of reports with stakeholders; • Facilitates the auditing of faculty programmes, production of audit reports and sharing of reports with stakeholders; • Works with the Policy, Strategy and Information Directorate to ensure that quality assurance processes and standards are supported by appropriate national policy and strategic frameworks. <p>4. Monitoring</p> <ul style="list-style-type: none"> • Facilitates quality control of all assessments /assessment types and provides guidance on compliance to assist faculties to develop robust improvement plans and quality management processes. • Collates data on the Quality Monitoring of all programmes delivered at each of the faculties. • Provides statistical information on the implementation and monitoring of the Quality monitoring process.
<p>Other Duties & Responsibilities</p>	<ul style="list-style-type: none"> • planning and carrying out quality assurance and standards assessments; • disseminating quality assurance and standards assessment reports to SINU Faculties and Institutes • advising Academic Boards and Senate on the standards and quality policies, processes and procedures and programmes ; • provide support to faculty/school quality related activities and programs; • organizing pedagogical skills upgrading for lecturers and academic staff; • determining the Education Quality Index; • support and contribute to appraise academic staff when needed.
<p>Administration & General Responsibilities</p>	<ul style="list-style-type: none"> • To adhere to the University’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment

Minimum Qualifications	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> • A Master and/ or Postgraduate Degree in Education Management with focus on quality assurance in higher education, measurement & evaluation or Equivalent Qualification. or • Bachelor's Degree with a postgraduate diploma in Education, Education Leadership/management, Assessment/Evaluation, with work or leadership experience in a school or Institution setting. • Strong English Language background, fluent English (spoken and written), preferred. • At least five (5) years relevant work experience in a school or higher education institution, preferred.
Key competencies	<ul style="list-style-type: none"> • Knowledge of the higher education system and relevant aspects to do with Higher Education. • Analytical thinking skills; critical thinking and strategic awareness. • Ability to work without close supervision. • Strong organisational and communication skills. • Knowledge of quality assurance processes and tools. • Customer focus and delivery orientation. • Ability to work in a team setting. • Knowledge and understanding of the Australian Qualifications Framework, National Qualifications Framework, Pacific Qualification Framework and those of other regional countries. • Has knowledge of relevant legislation governing the SITESA operations, in particular, the quality assurance requirements. • Keen sense of awareness of the SINU's key policy documents, academic regulation and Quality Assurance Manual.
Desirable Attributes	<p>Preference will be given to applicants with work and/or teaching and/or school/educational leadership experiences.</p>
Salary and Benefits	<p>In the range depending on the rank placement. The University also provides a number of benefits, like a Cost of Living Adjustment (COLA) fixed at 4% of annual salary, a gratuity of 15% of annual Salary paid 6monthly, partly furnished housing or a rental subsidy (equivalent to up to 15% of gross salary), and 7.5% of salary as the employer contribution to the national superannuation scheme. The University also provides a return air passage to the appointee's permanent home every 3 years to the staff, spouse and all dependent children below the age of 21 if residing full-time with the appointee.</p>
Term	<p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>