

## **Academic Quality Committee – External Member**

Candidate Information Pack



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**Role:** Academic Quality Committee – External Member.

**Salary:** A taxable, non-superannuable honorarium of £1400 is payable per annum (in quarterly instalments).

**Location:** Our head offices are located in Manchester. Committee meetings are generally held online with occasional in-person meeting, in Manchester or London, for which reasonable travel and accommodation will be paid.

**Contract:** External members are appointed for a three-year term and may be re-appointed for a single, further, three-year term.

**Hours:** Committee members are expected to prepare for and attend four Academic Quality Committee meetings annually. Meetings are generally 90 minutes long. From time-to-time additional meetings or time commitment will be required.

## A bit about us

Here at NCUK, we consider ourselves a unique organisation. A consortium of leading international universities, NCUK is an international organisation, and we provide overseas students with guaranteed access to universities through our pathway qualifications. More than 50,000 students have successfully progressed to NCUK Universities worldwide by completing our qualifications. Our qualifications combine the highest of academic standards with exceptional language, study and cultural skills, and are currently delivered in more than 30 different countries across four continents. NCUK is a trading subsidiary of the Northern Consortium, a registered educational charity.

## What we're looking for

We have an exciting opportunity for a highly motivated, customer-focussed individual to join us as an external member of our Academic Quality Committee.

We are seeking to recruit an external member for our Academic Quality Committee (AQC), a sub-committee of our Board of Directors that oversees academic quality in the organisation. We are particularly interested in applications from people with one or more of the following:

- experience in a similar role in the academic governance of a complex educational organisation
- experience of international academic quality assurance
- experience in the academic management of international education partnerships and pathways
- experience of the digital delivery of learning, teaching and assessment
- experience of programme design and development (including digital).

In order to make a full contribution to our Committee, it will be important to ensure that individuals are free from conflicts of interest or that any potential for actual or perceived conflict of interest can be easily managed.

For further information on the responsibilities of the role, please refer to the job description and person specification on Page 7.

## How to apply

Please apply by submitting your CV with a short covering letter highlighting how your experience and skills meet the requirements of the job description/person specification. Your CV should be in Microsoft Word or PDF Format.

If you have any further questions before applying, please send an email to [vacancies@ncuk.ac.uk](mailto:vacancies@ncuk.ac.uk).

At NCUK, we value diversity and the importance of an inclusive workplace. We strongly encourage applications from individuals with diverse backgrounds, including people with disabilities, women, young people, ethnically diverse people, Veterans and serving British regular or reserve Armed Forces Personnel and the LGBTQ+ community.

If you require any reasonable adjustments to participate in the recruitment process, please let us know, and we will be happy to accommodate your needs.

We encourage candidates to apply regardless of if you meet all aspects of the role description. We believe in the potential of individuals with varied backgrounds and experiences – your unique skills and perspectives could be a valuable addition to our team!

The closing date for applications will be **17:00 on Friday 28 March 2025**.

Interviews will be held remotely in April.

Apply today and be a part of our mission to deliver exceptional university pathway programmes!

*\*Please note, we reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.\**

## What we do

NCUK develops and maintains academic qualifications that prepare students for entry to university. The company also provides university application support services which assists NCUK students in progressing to university following the completion of their course.

NCUK licences delivery of its academic qualifications to Delivery Partners, and we currently have 100+ Delivery Partners across 30+ countries. NCUK's Delivery Partners have an average of around 30 students and our largest partnership, the Sino British College (SBC) in Shanghai, has over 1500 students registered on NCUK qualifications.

## Academic Qualifications

NCUK currently offers the following qualifications:

- The NCUK International Foundation Year (IFY) is a modular qualification that prepares students for first-year entry to a wide range of bachelor degree courses. Students take a combination of three modules appropriate for their intended degree course and one of NCUK English for Academic Purposes for proof of English where needed.
- The NCUK International Year One (IYOne) in Business, Engineering and Law are first-year undergraduate degree level equivalent qualifications that articulate into the second year of selected undergraduate degree courses at NCUK Universities. The IYOne can be combined with the IFY to form a 2+2 study programme.
- The NCUK International Year Two (IYTwo) in Business is a second-year undergraduate level equivalent qualification that articulates into the third year of Business undergraduate degree courses at select NCUK Universities. The IYTwo in Business can be combined with the IFY and IYOne to form a 3+1 study programme.
- The NCUK Master's Programme (MP) provides specialised English for Academic Purposes (EAP) training and an introduction to the research skills needed for success at Masters level.

## NCUK Universities

NCUK has developed partnerships with a 50+ universities worldwide, including the original 10 founder members of the Northern Consortium as well as additional universities in the UK, Australia, New Zealand, Canada, the USA, the Caribbean and Malaysia. These partner universities are the primary progression destinations for students completing NCUK qualifications.

## NCUK Staff

NCUK employs approximately 80 permanent staff and buys in services from around 75 external contractors, particularly for academic development and examination activities.

Most of the staff are based in the UK, predominantly in Manchester, with a small team based in a representative office in Beijing, China as well as other members of staff being situated in various locations in the Asia region.

## Our Vision

To be the outstanding provider of university pathway programmes and placement services.

## Our Mission

NCUK provides the highest quality university pathway programmes and placement support to our business partners and a well-qualified, diverse supply of students to our university partners.

## Our Values

### Agile



We respond to market demand proactively and creatively to maximise quality, reputation and impact.

### Bold



We believe in our capabilities and innovate to achieve ambitious goals.

### Connected



We are dedicated to building a global NCUK community with a shared vision for success.

### Committed



We are committed to the pursuit of quality for our partners, students and the business.

### Driven



We are committed to our goals in the long term, and are dedicated to progressing towards them each day.

### Expert



We are experts in our field, and confidently apply our deep sector knowledge to realise our mission.

Our values underpin our organisation and our people.

They are a part of who we are and how we work – both individually and as a company.

Through our values we give our customers the best levels of service and the best experiences.

They enhance our working lives and we actively promote these across the business.

We all hold each other to account and have a responsibility to support each other in promoting and demonstrating these values every day.

# ROLE DESCRIPTION & PERSON SPECIFICATION

## Role Description

As an external member of NCUK's Academic Quality Committee (AQC) you will support the governance of academic quality across in the organisation, providing advice, expertise and constructive challenge across the following:

- Quality assurance and enhancement including:
  - academic risk and compliance
  - policies and processes
  - appeals and complaints.
- Curriculum, delivery and assessment including:
  - teaching and learning strategy
  - assessment strategy
  - programme delivery
  - monitoring and review.

## Person Specification

EXPERIENCE / KNOWLEDGE	ESSENTIAL	DESIRABLE
Previous employment in a senior leadership role		✓
Experience of providing oversight of academic quality in a complex educational organization	✓	
An understanding of academic quality governance	✓	
An understanding of academic quality governance in an international context		✓
Experience in a similar role in the academic governance of a complex educational organisation		✓
Experience of international academic quality assurance		✓
Experience in the academic management of international education partnerships and pathways		✓
Experience of the digital delivery of learning, teaching and assessment		✓
Experience of programme design and development (including digital).		✓
Experience in the oversight of delivery of excellent student experience		✓
PERSONAL QUALITIES OR STYLE	ESSENTIAL	DESIRABLE
Excellent communication and interpersonal skills	✓	
Able to challenge and engage in constructive discussion and debate	✓	
Excellent attention to detail	✓	
Culturally aware and committed to equality and diversity	✓	
Scrupulous and committed to maintaining commercial confidentiality	✓	