

## **JOB DESCRIPTION**

### **SECTION 1**

#### **BASIC DATA**

**Job Holder's Name:**

**Job Title:** Head of Assessment and Curriculum Services

**Reports to:** Associate Dean, Degree Programmes

**Job Location:** London or Canterbury with regular visits to the other site

**Department:** Higher Education

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### **SECTION 2**

#### **DEPARTMENT STRUCTURE**

Please see appendix A attached.

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### **SECTION 3**

#### **OVERALL JOB PURPOSE**

The role holder will ensure the effective delivery and management of undergraduate provision in support of The London Institute of Banking & Finance higher education qualifications. The role involves planning and development of projects within the scope of programmes, effective quality assurance and overall integrity of the programme(s), management of the assessment cycle, review of performance and effectiveness of The London Institute of Banking & Finance assessment processes, curriculum development and implementation of initiatives to achieve continuous enhancement, management of the performance of the assessment and curriculum team (including external examiners) and identification and recommendations for appointment of examiners.

Regular attendance at, and presentation to, Examination Boards, Validation events and committee meetings within the structure of The London Institute of Banking & Finance features.

Working closely with the Associate Dean, Degree Programmes, the role holder will be involved in the identification and development of new programme initiatives.

#### **SIZE/DIMENSIONS**

- Reports to the Associate Dean, Degree Programmes.
- Member of the management team within Higher Education.

- External liaison at senior level, particularly with external faculty and academic institutions.
- Manage the Assessment and Curriculum team.

The post holder is required to work with relevant stakeholders to aid the development and up-keep of qualifications within Higher Education programmes. The role involves working closely with the Heads of Programmes, relevant Academics and external stakeholders reflecting the shared nature of modules/syllabus areas of higher education degree programmes

The role holder will be a signatory on specific budgets, with a spending authority of £5,000.

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## **SECTION 4**

### **PRINCIPAL ACTIVITIES/OUTPUT OF JOB**

- Overall responsible for leading the assessment and curriculum processes for all HE programmes.
- Responsible for leading teams in developing new processes and procedures to ensure end-to-end robust assessment processes and aligned governance within all HE programmes.
- Work closely with the Associate Dean, Degree Programmes and Heads of Programme Teams and academics as appropriate, in ensuring that the services provided are robust and meet regulatory requirements.
- Provide proactive support to the Associate Dean, Degree Programmes, to drive towards the agreed programme deliverables.
- Produce monitoring and quality reports including Periodic Programme Reviews and Annual Monitoring Reports for HE Programmes
- Ensure actions raised from Annual Monitoring Reports and Programme Reviews have been dealt with in a timely manner and communicated to all parties to a high standard.
- Work closely with Associate Dean, Degree Programmes and Head of Faculty (or academics) for the successful delivery of programmes and syllabus/curriculum development including initiatives in enhancing current and future programmes.
- Ensuring that robust management control and assurance processes are in place.
- Ensuring effective quality assurance and overall integrity of the programme(s).
- Contribution to ensuring effective communication flows between the programme(s) and other relevant areas of The London Institute of Banking & Finance higher education.
- Clear liaison with the publishing team, in particular, the HE commissioning editors.
- Work closely with the Head of Programme teams to support the student feedback and engagement initiatives in particular the student experience.
- Contributing to and influencing the planning and development of projects within the scope of the programme(s).
- Adapting documentation, assessments, working practices and schedules to meet changing demands.
- Contributing to the management of risks to the programme's successful outcome.
- Overall responsibility for syllabus development on all programmes including implementing any agreed changes.

- Contribute as required to HE audit activities liaising with Quality, Policy and Regulation.
- Assisting in planning and designing the programme(s) and proactively monitoring overall progress, resolving issues and initiating corrective action as appropriate.
- Providing a key point of contact for staff needing information about Assessment and Curriculum across all programme(s).

Responsibility for the following activities:

- Overall management and leadership of the Assessment and Curriculum teams.
- Leading on all assessment processes within HE programmes including any UK and International collaborative partners.
- Responsible for all data management within HE programmes, including student data and programme data.
- Production and development of all appropriate assessment materials and ensure the publication on a timely basis.
- Assessment materials review: ensure all external stakeholders are satisfied with the standards of all assessment in accordance with The London Institute of Banking & Finance procedures.
- Production and development of assessment reports: ensure publication on a timely basis.
- Liaise with the Head of Faculty to ensure an Annual and periodic review of modules / programme(s)
- Review and validation of question banks.

**CONTACTS AND INFLUENCE EXERCISED**

Considerable impact of influence in terms of reputation, income, etc. Wide range of contacts, both internally and externally, and face to face and by 'phone. Includes internal teams and networks in UK and overseas (advising, informing, negotiating, progress-chasing, fact-finding). Internal contacts include all levels of staff and requires in-depth working relationships with other managers and senior staff. External contacts include a large number of top-ranking practitioners in financial services industry, senior academics, consultants, tuition delivery centres, qualification partners, quality assurance and regulatory bodies, corporate customers and students.

- May be first point of contact, so can have significant impact on the reputation of The London Institute of Banking & Finance.
- Required to liaise/negotiate on complex, sometimes delicate and confidential matters.

**DECISIONS**

(How much freedom is there to provide solutions, and make decisions regarding the resolution of problems within the constraints of established guidelines or procedures, and supervision?)

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	X
Interprets policies & procedures	X
Participates in the establishment of guidelines & procedures	X
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	X
Has impact on The London Institute of Banking & Finance / Proshare objectives	

**DEFINITION /CLARITY**

The post-holder will have the authority to implement change and enhancements to The London Institute of Banking & Finance HE assessment and curriculum structure and to student support provision.

## PERSON SPECIFICATION

**Job Title:** Head of Assessment and Curriculum Services  
**Reports to:** Associate Dean, Degree Programmes  
**Department:** Higher Education

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential / desirable?</b>
Good knowledge and understanding of The London Institute of Banking & Finance structure, roles and responsibilities; vision and values; higher educational strategy; operational plan; characteristics of HE student base.	Desirable
First degree or equivalent	Essential
Strong strategic awareness	Essential
Excellent understanding and awareness of the Higher Education environment and the manner in which current HE issues may affect The London Institute of Banking & Finance and/or provide opportunities.	Essential
Excellent understanding of the challenges faced by part-time distance learners	Desirable
Excellent understanding of issues related to assessment particularly as these relate to part-time distance learners.	Essential
Experience of working within academic governance and committee structures	Essential
Experience of project management	Essential
Experience of working in an educational institution delivering distance/distributed learning	Essential
Communication skills – both written and oral within the context of an academic environment	Essential
Good understanding of the financial services environment	Desirable
<b>Technical competencies (skills and experience)</b>	<b>Essential / desirable?</b>
Empathy with The London Institute of Banking & Finance values and vision.	Desirable
Excellent organisational abilities in a high-pressure environment.	Essential
Able to work autonomously and as a member of a team.	Essential
Ability to work to tight deadlines	Essential
Flexibility to work effectively in an evolving educational landscape	Essential
Confident and articulate communicator, accustomed to work in both UK and international markets.	Essential
Clear spoken and written English, able to distil the essence from complex issues	Essential
Possessed of high degree of negotiating skills, and able to appreciate alternative perspectives	Essential
The ability to work across boundaries in a small yet complex organization	Desirable
Effective budget management skills	Desirable
Reputation for integrity and professionalism	Essential
Comfortable working in a commercial environment	Desirable
Self-motivated and enthusiastic	Essential
A commitment to and aptitude for collegiality	Essential
Ordered, organized and able to determine priorities	Essential

<b>Core Competencies</b> (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	<b>Essential / desirable?</b>	<b>Step</b>
<b>Values</b>		
Listening and Learning	E	2-2
Innovation	E	2
Support	E	1
Transparency	E	1
Collaboration	E	2
<b>Skills and Experience</b>		
Business thinking	E	2
Getting things done to achieve results	E	3
Customer Experience	E	2/3
Managing quality standards	E	3
Applying judgement and taking decisions	E	3
Managing individuals and teams (line managers only)	E	1

Signed .....  
JOB HOLDER

Date .....

Signed .....  
LINE MANAGER

Date .....

## Appendix A

