



Academic Governance and Quality Manager Candidate Information

April 2024

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Education Projects and Quality | Academic Services

The Education Projects & Quality team works on underpinning activity in the ICR's Education Strategy. This includes quality assurance of education, governance of academic committees and processes, and transformational technology projects.

The role of the broader Academic Services directorate is to create an efficient and effective environment for the ICR's scientific community to flourish. Our services underpin both research and education at the ICR.

Our mission
is to make the
discoveries that
defeat cancer.

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

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Job description

Department / division:	Education Projects and Quality Academic Services
Pay grade / staff group:	Professional Services 4
Hours / duration:	Full time (35 hours per week), Monday to Friday. Non-time-limited.
Reports to:	Academic Registrar
Main purpose of the job:	<p>The post-holder is responsible for academic governance and the quality assurance of education.</p> <p>This includes servicing academic committees and coordinating educational policy and leading quality activity.</p>

Duties and responsibilities:

General management activity

Lead on ICR academic policy and quality, by monitoring the HE environment for changes in landscape (e.g. OfS, ARC) and provide advice on best practice and enhancement.
Line manage the Academic Governance and Quality Officer.
Manage appointments to the Academic Dean's Team and taught course management team.
Manage budgets for activities related to role, including reimbursements to the Student Committee.
Share expertise through participation in projects and working groups across the ICR.

Academic governance

Develop and maintain an awareness of governance across the ICR, and of governance and academic policy across the wider education sector.
<p>Service the academic committees (Academic Board, Research Degrees Committee, Taught Courses Committee), delegating tasks where necessary. This includes:</p> <ul style="list-style-type: none">• being the point of contact for their Chair and members of the committee;• providing the committee with clear guidance about its responsibilities under its terms of reference;• ensuring annual committee business and lines of approval are upheld;• ensuring timely and accurate preparation of papers; proof reading and providing advice on presentation and scope of the committee;• preparing the Chair's brief and providing support in their preparation for the meeting;

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- producing rapid and accurate minutes and action logs;
- following up on outcomes and actions to ensure completion, tracking Chair's actions;
- maintaining membership and membership processes;
- providing support, training and training material for student members;
- monitoring risk and updates/ actions to risk register.

Manage the cycle of business for academic committees.

Service other formal/ informal committees as required, such as the Academic Dean's Team, with support from the AGQO.

Produce papers for committees including standing annual reviews, external examiner reports, risk register and papers from Academic Board to Board of Trustees etc.

Undertake reviews/ audits as requested by the academic committees.

Produce briefings for the Academic Dean/ Deputy Dean on academic practice across the sector.

Provide cross-cover for the secretariat of research committees.

Liaise with Secretariat about wider ICR governance.

Run the process for the nomination of Scientific Honorary Degrees.

Quality assurance and enhancement

Keep updated and advise wider Academic Services on QAE review and policy review cycles.

Produce designated QAE and policy reviews as per the review cycle and act as Secretary to periodic reviews of teaching.

Advise wider team on undertaking QAE reviews.

Be responsible for designated ICR-wide policies and enhancement activity such as the Freedom of Speech policy.

Monitor OfS announcements/ policy for changes to requirements and quality.

Contribute to ICR response to OfS consultations.

Represent the ICR on the University of London quality committee (AQAC).

Work with the Head of Research Services to maintain/ update the OfS conditions of registration document.

Map new OfS expectations to ICR provision and advise team on gaps etc

Additional activity

Manage the appointment processes for external examiners for taught courses via academic committees and arrange the payment of fees.

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Collate external examiner reports for committees and the write annual letter of acknowledgement from the Academic Dean.

Manage the document control process and oversee the annual public information audit to ensure that information on Canvas, intranet and the ICR website remains relevant and up-to-date.

Manage records retention schedules and archiving for areas of responsibility.

Ensure that information governance and privacy standards are maintained, and perform the annual IG audits for areas of responsibility.

Delegated activity

The Academic Governance and Quality Manager will also oversee the following activities, which will usually be delegated to the Academic Governance and Quality Officer.

- Service the Student Liaison Committees and other informal academic meetings as required, such as the Academic Dean's Team and Fees Working Group.
- Update committee information on the ICR's intranet and virtual learning environment (Canvas).
- Maintain document control processes, and support Registry/ wider Academic Services staff members to ensure that policies and equality impact assessments are updated in a timely manner and adherence to approval processes.
- Ensure new/ updated policies are promptly communicated internally via Canvas, the intranet and on the ICR website.
- Lead on the annual public information audit to ensure that information on Canvas, intranet and the ICR website remains relevant and up to date.
- Liaise about policy changes with the relevant regulatory bodies.
- Co-ordinate records retention activity and ensure record archiving is up to date.
- Administer ICR involvement at the University of London Foundation Day.
- Ensure actions from quality reviews are monitored and completed.

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulation.

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

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To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Person specification

Education and Knowledge

Undergraduate degree – ideally achieving at least a 2:1 – or equivalent experience.	Essential
Postgraduate degree.	Desirable
Knowledge and understanding of higher education academic governance.	Essential
Understanding of higher education policies, procedures and governance mechanisms.	Essential
Knowledge of higher education academic quality and enhancement environment.	Desirable

Skills

Excellent inter-personal, organisational, and communication skills.	Essential
Excellent standard of written and spoken English with excellent attention to detail.	Essential
Ability to recognise and respect the need for confidentiality and to work with confidential information.	Essential
Ability to work proactively and independently, whilst maintaining a team-focussed approach to working.	Essential
Ability to manage and prioritise often conflicting deadlines, whilst maintaining a high level of accuracy.	Essential
Ability to communicate complex information clearly.	Essential
Experience of interacting with staff at all levels of seniority.	Essential
Strong influencing and negotiation skills.	Essential
Excellent IT skills and experience of software packages including knowledge of Microsoft Office Word and Excel.	Essential
Willing to work flexibly e.g. during peak periods of workload to support high levels of service standard.	Essential
Experience of working with content management systems e.g. SharePoint	Desirable

Experience

Experience of working in higher education academic governance and quality.	Essential
Experience of servicing formal committees.	Essential
Experience of working with confidential information.	Essential

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.