



TEF Academic Co-Ordinator

Job Title:	TEF Academic Co-ordinator
Reference No:	
Reports to:	Deputy Vice- Chancellor (Academic). On a day to day basis the postholder will report to the Quality Manager
Responsible For:	The delivery and monitoring of the TEF Action Plan
Grade:	E
Working Hours:	Full time
Faculty/Service:	Academic Registry
Location:	Gateway Building, City Campus, Sunderland
Main Purpose of Role:	To provide high quality professional support to the Deputy Vice-Chancellor (Academic) in the coordination of the preparation for, and submission of, the Teaching Excellence Framework.

Key Responsibilities and Accountabilities:

- To prepare detailed plans to manage the submission of TEF and to monitor progress against those plans
- To liaise closely with all Faculty TEF Subject leads in preparation for subject submission: including metrics analysis, identification of follow up actions and subject-related evidence collation
- To liaise with Academic Registry, CELT, USSU, Student Journey and Enterprise and Innovation in the development of additional University wide evidence
- To acquire knowledge and expertise of the requirements of subject level TEF and to act as a point of advice and guidance for Faculties and Services
- To have oversight of all draft subject submissions, providing feedback and acting as editor as required
- To report regularly on progress to the TEF working group
- To convene, support and advise sub groups of the TEF working group where required
- To prepare reports on progress for Board of Governors, Academic Board and Senior Leadership Team as required
- To develop systems and processes to enable storage, retrieval and reporting of evidence for TEF including robust version control
- To participate in regional or national consultation and communication events and bringing back suggestions to improve practice.
- To undertake any additional TEF-related activities as directed by the DVC (Academic)

**Special
Circumstances:**

The post-holders will be required to undertake some local and national travel which may require early starts and/or late finishes and/or overnight stays.

University of Sunderland

Role Profile

Part 2

lifechanging



**University of
Sunderland**

Part 2A: Essential Criteria

Essential

- Awareness of TEF and the anticipated requirements at subject level
- Good interpersonal skills including the ability to work collaboratively and supportively with colleagues including the confidence to work directly with senior staff of the University and to provide advice and guidance to all levels of staff
- Excellent oral communication skills
- Experience in a role requiring the ability to work under pressure and deliver to deadlines, including the ability to ensure others meet deadlines and judgement to know when to escalate issues to the line manager.
- Demonstrable experience of scheduling and managing complex events and projects including the flexibility to amend and adapt plans as more information becomes available
- Self-motivation and the ability to work without direct supervision and with a considerable level of autonomy.
- Experience of writing evidence-based reports to a high standard and the ability to edit the work of others
- The ability to analyse and evaluate written and numerical evidence.
- Proven knowledge and experience of quality assurance processes within higher education.

Date Completed:

November 2018