

**Job Title:** Academic Quality Officer

**Location:** Futureworks, Manchester & Home working

**Reporting to:** Academic Registrar

**Working hours:** Full-time (40 hours per week)

**Pay range:** Grade 6 £27,037-£32,445 depending on experience

**Start Date:** Monday 1<sup>st</sup> December 2025

### **Company Info**

Futureworks is a leading provider of university education in Sound, Music, Film, Television, Games, Animation and Visual Effects. Based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real-world projects.

At Futureworks we are committed to diversifying the creative industries, higher education and STEM. We wish to tell untold stories and to hear unheard voices through music, gaming, art, film and media. As an equal opportunity employer, we value the unique contribution and perspectives of a diverse workforce and one that reflects the lived experiences of our students.

### **Job Summary**

The primary role of the Academic Quality Officer is to support the administration of Futureworks' registry and secretariat functions, ensuring the effective operation of academic quality assurance and enhancement procedures, and participating in the implementation, monitoring and review of academic policies and procedures.

Working closely with the Academic Registrar, a wide range of colleagues and Student Partners, you will provide advice, guidance and support in relation to academic governance and quality assurance processes as required. You will also take the lead in some activities, such as specific policy reviews, and will deputise for the Academic Registrar as required.

### **Representative Work Activities**

- Provide support to the Academic Registrar in implementing quality assurance processes, including annual review and monitoring, as well as assisting in the lead up to institutional and programme (re)approval events.
- Monitor institutional policy review cycles and lead on or assist the Academic Registrar in conducting policy reviews, including research, document collation, co-ordination of focus groups, mapping and basic data analysis.



- Work closely with Student Partners, overseeing key processes such as student feedback mechanisms and elections, as well as creating and delivering training for students on areas such as academic governance.
- Maintain and audit programme documentation and prepare assessment timetables to ensure consistent quality of student-facing information, as well as monitoring and reporting on the completion of attendance registers, particularly in relation to international students.
- Act as a Committee Secretary, including recording minutes for the Academic Board and its subcommittees and liaising with committee members to ensure the timely completion of actions.
- Contribute to staff training materials and events to promote understanding of quality assurance policies and processes, providing advice and responding to queries throughout the year.
- Generate and maintain positive and collaborative working relationships with Futureworks staff and students, as well as liaising with our partner university and External Examiners.

### Required Skills & Experience

- Experience of working at a Higher Education institution
- Confidence in working with a wide range of colleagues of differing seniority
- Excellent verbal and written communication skills, especially in relation to delivering training and minute-taking
- Strong organisation and administrative skills and attention to detail
- Competence in Microsoft Office 365 and Adobe Acrobat
- Commitment to continuing professional development

Applications should be in the form of a CV and covering letter and addressed to the Academic Registrar quoting reference **AAR300725**. Applications can be sent via email to [work@futureworks.ac.uk](mailto:work@futureworks.ac.uk) or via post to:

Academic Registrar, Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS

