

# NORTHERN

Regional College 

## Appointment of Quality Compliance Officer (2516)

Guide for Applicants



ballymena ballymoney coleraine larne magherafelt newtownabbey

## Foreword

Dear Candidate,

Thank you for your interest in working with Northern Regional College.

This is an unprecedented time of development and change in the history of the College, presenting exceptional opportunities to contribute to its future success. We recognise that our employees are crucial to our success as the College is committed to improving the quality of our curriculum, learning environment, and business processes.

This Guide for Applicants contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the Post, and the College policies and protocols relation to Recruitment and Selection, Equality, Vetting, and Appointment.

Further information about the College can be found on our website: [www.nrc.ac.uk](http://www.nrc.ac.uk)

Yours sincerely,

Signature

A handwritten signature in black ink, appearing to read 'Terri Scott', with a stylized flourish at the end.

Terri Scott  
Principal and Chief Executive

## 1. Northern Regional College Profile

Northern Regional College was established in 2007 following the merger of the Causeway, East Antrim and North East Institutes of Further and Higher Education. We are the main provider of Further Education across four of new council areas, serving 25% of Northern Ireland's population. The College employs over 800 staff and had more than 20,000 enrolments during 2016/17 in over 1800 further education and higher education programmes and training contracts. The full-time provision is delivered at our main campuses in Ballymena, Ballymoney, Coleraine, Magherafelt and Newtownabbey with part-time and community based provision offered at more than 30 other locations.

Further information on the College may be found at: [www.nrc.ac.uk](http://www.nrc.ac.uk)

## 2. Vision, Mission, and Values

Our agreed Vision, Mission and Values are set out below:

### Vision

*“NRC will be an outstanding provider of training and further and higher education, focused on the needs of the modern economy.”*

### Mission

*“NRC will provide learners with a life-changing, supportive and innovative experience, which will equip them with the skills to compete successfully in the global employment market and meet the needs of local industry and employers.”*

### Values

<b>Student Focused</b>	Putting the student first in all we do.
<b>Innovation</b>	Challenging ourselves to be innovative and drive continuous improvement.
<b>Collaboration</b>	Engaging proactively with internal and external partners to achieve joint goals.
<b>Inclusiveness</b>	Promoting equality, diversity, transparency and opportunity.
<b>Sustainability</b>	Focusing on the long-term future of our College.
<b>Development</b>	Committing to ongoing development of our staff.

### 3. Job Description

**Job Title:** Quality Compliance Officer

**Reporting to:** Head of Quality & Student Experience

**Job Purpose:** **Monitoring of Quality Systems, oversight of Quality Audits.**

The Quality Compliance Officer will work with staff within the Quality Unit to test compliance with quality assurance systems and processes across the College.

The post holder will be responsible for:

- Driving improvements in quality improvement across all areas of curriculum offered within the College.
- Ensuring that the College meets all Awarding Body requirements by monitoring of existing quality systems and reviewing and upgrading any systems deemed to be dated.
- Auditing and reviewing of course handbooks, presentation of assessment materials, reviewing self-evaluation reports, reviewing DLE materials for quality and standardisation across all levels and all sites.
- Contribute to the support of college staff in their understanding of key processes and standard documentation to ensure compliance and in preparation for quality processes.
- Produce and publish schedules of key audit dates and activities with respect to the operation of the college quality assurance processes.
- Respond to internal enquiries relating to compliance with quality assurance systems and processes.
- Evaluate operational policies, procedures and practices to enable continuous improvement and compliance with relevant standards and requirements.
- Where curriculum weaknesses or practices are identified refer these to the appropriate Head of Department for action.
- Work efficiently as part of a team.
- Undertake quality audits across a wide range of courses.

- Ability to analyse data, make recommendations and communicate to others.
- Attend and evaluate curriculum course team meetings across all sites.
- Ensure staff compliance with awarding body regulations.
- Update policies and procedures as and when required.
- Monitor the tracking processes for Work Based Learning trainees and apprentices.
- Support the preparation for ETI and QAA inspection processes.
- Undertake investigation of course underperformance.
- Provide detailed reports to College management teams as and when required.

### **General**

- Be required to undertake work outside normal working hours on occasions.
- Provide reports, written and oral, as required.
- Ensure that all documentation and authorisation procedures are adhered to.
- Attend appropriate training programmes as and when required.

### **Conditions**

- Promote the College positively at all times.
- Abide by all College procedures and ensure these are implemented in area of responsibility.
- Any other duties appropriate to the grade and post, as assigned.
- Comply with and actively promote College policies and procedures on all aspects of equality.
- Ensure full compliance with Health and Safety requirements and legislation in accordance with College policies and procedures.
- Ensure full compliance with the College's quality assurance systems and procedures in accordance with College policies and procedures.

The list of duties is not exhaustive. The post holder will be expected to undertake other relevant duties in order to meet any changing operational requirements.

Location may be changed subject to the requirements of the College.

All staff have an obligation to comply with the statutory duties relating to Section 75 of the Northern Ireland Act 1998 and will be required to contribute to the implementation of the College's Equality Scheme drawn up in accordance with this legislation.

#### **4. Person Specification**

Applicants must meet the following eligibility criteria and desirable criteria by the closing date for applications but are only required to demonstrate how they meet the eligibility criteria on the application form.

##### **Eligibility Criteria**

1. Applicants must have a minimum of a level 5 qualification.
2. Applicants must have experience in undertaking audit and compliance reviews.
3. Applicants must have competence in the use of the Microsoft office suite of applications.
4. Applicants must have the ability to present data in a clear and consistent manner.

**In accordance with the College selection procedures, the following eligibility criteria may be used should this vacancy attract a large number of applicants:**

##### **Desirable Criteria**

1. Applicants must have knowledge of the data protection legislation and an understanding of the requirement for confidentiality within the quality unit.
2. Applicants must have experience of promoting and developing a culture of curriculum excellence and of performance management.

## Essential Criteria

- Proven track record of contributing to a successful team.
- Demonstrate an ability to apply data protection legislation and organisational procedures.
- Proven ability to communicate effectively and maintain relationships with staff at all levels in the organisation and with key external agencies.
- Proven ability to compile and produce reports and provide statistical analysis of data for use by College management.
- Proven ability of working to meet strict deadlines and to achieve agreed department targets.
- Experience of presenting to and communicating with stakeholders at all levels.

## 5. Terms of Appointment

- This is a temporary post for one year with the possibility of extension.
- The salary scale for this post is £23,166 - £27,394.
- The successful applicant will normally be placed at the bottom point of the salary scale on appointment.
- Whilst the post-holder will initially be assigned to a designated base, there will be a requirement to travel to other campuses and beyond according to the needs of the post.
- The College reserves the right to change the designated base to meet with operational needs in the future.

## 6. Recruitment and Selection Process

### How to apply

To apply in the first instance please email completed application form to [jobs@nrc.ac.uk](mailto:jobs@nrc.ac.uk)

Hard copy applications can be sent to:

Human Resources  
Northern Regional College  
Farm Lodge

Ballymena  
BT43 7DF

The closing date for applications is **Friday 15<sup>th</sup> December 2017** at 1.00pm. Please note the onus is on the applicant to ensure applications are received by HR by the specified date and time.

Application is by completion of application form - CVs will not be accepted.

Applicants with a disability who require assistance will be facilitated upon request. Applicants who wish to receive an information pack in accessible formats are requested to advise Human Resources of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

### **Equal Opportunities Monitoring**

The Northern Regional College monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status.

You should note that this information is regarded as part of your application and failure to complete fully and return this part of your application may result in disqualification. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

### **Application Form**

Applicants must clearly and fully demonstrate on their application form how they meet the essential and desirable criteria. The Northern Regional College may decide to interview only those applicants who appear, from the information they have provided on their application form, to be most suitable in terms of relevant experience and ability. It is essential therefore, that applicants fully describe on the application form how they meet each of the criteria for the role.

In the event of an excessive number of applicants the College reserves the right to move to desirable criteria.

### **Shortlist**

After the closing date, the first stage in the selection process will be to conduct a shortlisting exercise. Applicants who have not fully demonstrated on their application form how they meet each of the criteria will not be progressed to the next stage of the process.

The Northern Regional College will shortlist solely on the information provided by the applicant on the application form. Members of the shortlisting panel will not make

assumptions or take into consideration information known to them personally about any applicant.

### **Selection and Interview**

Following the shortlisting exercise, a selection panel will form the next stage of the selection process. This will consist of a competency based against the essential criteria for the role. It is intended that the interviews will take place during December 2017.

Interviews will not be rescheduled to accommodate applicants who are unable to attend on the agreed date due to reasons such as holidays, as selection processes are normally completed on the day of interview.

If an applicant fails to present himself or herself for interview, it will be deemed that they have withdrawn from the selection process.

Applicants will be asked at interview to sign application forms which have been submitted via email.

Applicants attending interview are required to bring with them photographic identification. After the selection process, this documentation will only be retained for the successful applicant.

### **Notification of Successful Applicants**

Selection panels **recommend** applicants for appointment. Applicants are advised that a **recommendation for appointment** is not an offer of employment and it must not be treated as such.

### **Offer of Employment: Appointment Verification**

An applicant is deemed to have been offered the post only upon receipt of a formal written offer of employment from Human Resources Department, Northern Regional College.

A **formal written offer of employment** from the College, confirming a start date, will only be issued once the following have been received:

- The successful applicant's formal acceptance of the selection panel recommendation for appointment
- A satisfactory outcome to all elements of the College's vetting process, including Access NI Enhanced Disclosure Certificate.

Please note that successful candidates are required to pay the administration fee for the completion of the Access NI Enhanced Disclosure Certificate (which is currently £33).

The College vetting policy may be found on our website at [www.nrc.ac.uk](http://www.nrc.ac.uk)

Further information on Enhanced Disclosure Certificates may be found at: <http://www.nidirect.gov.uk>

### **Keeping of Records**

All applicant records are kept in accordance with the Data Protection Act. Records are kept to fulfil our statutory obligation to submit an annual monitoring review under fair employment legislation.

Equality monitoring forms are separated from the application form, and retained on file for one year. The equality monitoring form does not hold information that could reveal identity. All other documents relating to applicants who were not appointed are destroyed securely.

Should you be appointed to this post, your applicant records (with the exception of the equality monitoring form) will be transferred to your Employee Personnel file.

### **Equality and Diversity**

The College is designated as a public authority for the purposes of the Northern Ireland Act. This Act makes it incumbent upon us as an organisation to comply with the Act and in particular with section 75 of the Act.

Section 75(1) of the Northern Ireland Act (1998) states that it is now the statutory duty of public authorities to have:

*'due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, between men and women generally, and between persons with dependants and persons without.'*

As part of our commitment to section 75 the Northern Regional College promotes equality of opportunity in all of its activities. All staff are required to comply with the principles of the Equality Scheme and provide a supportive, fair, inclusive and welcoming environment free from any form of discrimination or harassment.

As part of our duty under section 75, all staff will receive awareness training on section 75 and follow-up training. As part of its implementation of this statutory duty, the College deems it mandatory for all College staff to participate in the awareness training and in subsequent training sessions.

### **Further Information**

Should you have any further queries about this selection process, please contact Claire Gardner on 02825 664231.