

## Job Profile

### Person Specification

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Job Details		
Job Title:	Quality Assurance Administrator	
School/Dept/Institute & Centre:	Queen Mary, Malta Campus	
Reports to:	Curriculum Operations and Quality Manager	
Grade 8:	€23,214.80-€25,214.80	<b>Full-Time Reduced</b> – 35hours per week
Appointment period:	Indefinite	
Current location	Queen Mary Malta Campus, Gozo, Malta	
Work activity type	Admin/Operational/Technical and Support	

#### Job Context

We are now seeking a dynamic, self-starter with a strong attention to detail to join our Bachelor of Medicine and Bachelor of Surgery (MBBS) Curriculum Administrative team. The post holder will help develop and administrate the schools Quality Assurance activities and assist in supporting the Curriculum Operations and Quality Manager.

The role is offered on a permanent QMUL Malta Ltd contract. Applicants will need to be able to demonstrate considerable flexibility, drive, and sensitivity to strategic priorities. The role will be based at QMUL Malta, with regular ongoing contact between relevant teams and stakeholders in both Malta and in the UK.

#### Job Purpose

The Quality Assurance Administrator is responsible for supporting the Curriculum Operations and Quality Manager with the day-to-day administration of the school's quality assurance activities and recording of all clinical tutor hours years 1-5, in relation to the MBBS programme.

#### Main Duties & Responsibilities

1. Create, update and log student surveys for the MBBS programme to collect and monitor student feedback, working with academic leads to ensure that feedback is relevant and timely.
2. Work collaboratively with the Student Office team and Finance Administrator regarding clinical hours; populate the monthly clinical hours spreadsheet for Payroll.

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#### Main Duties & Responsibilities

3. Analyse and produce well-structured, concise feedback reports and monitor the implementation of the actions.
4. Support the Deputy Dean and Curriculum Operations Manager in the School's rolling programme of annual site visits to Hospitals and other health & social care providers who deliver clinical placements to the school.
5. Ensure the appropriate reporting of identified risks and actions from Site Visits for reporting to the Quality in Education Committee and Medical Education Committee.
6. Lead on responding to records queries from current and graduated students and employers.
7. Attend the Student/Staff Liaison Committees (Junior Student Staff Liaison Committee) & (Senior Student Staff Liaison Committee) compiling an Action plan of tasks regarding the quality of the MBBS programme.
8. Assist the Student Experience Team with providing a high-quality experience to Students for Freshers week.
9. Administrative support for Faculty Development regarding External and Internal Staff Appraisal / Training records up to date.
10. Committee work: Act as Secretary for quality meetings and annual site visits

#### Other responsibilities:

11. To assist with the general administration of the Student Office.
12. To assist the Assessments and SSC Manager within assessment periods.

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

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This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements	Essential / Desirable
<b>Qualifications</b>	
Minimum of 5 GCSEs (or equivalent) at Grade A-C including in English and Mathematics	E
Educated to A-level or equivalent standard	E
Educated to degree level in a relevant field or equivalent experience	D
<b>Knowledge and Experience</b>	
Minimum of 2 years administrative experience in Higher Education (preferably health care related)	E
Experience/knowledge of quality assurance in a higher education or similar setting	D
Successful track record in working with colleagues at all levels, including senior staff and external contacts	E
Experience of servicing committees	E
<b>Skills/Abilities</b>	
Excellent planning and organisational skills with the ability to work independently and as part of a team	E
Excellent written and oral communication skills with strong accuracy and attention to detail.	E
Excellent IT skills and knowledgeable about a wide variety of information and communication technologies	E
Experience of working with a complex relational database and good proficiency of using Excel	E
Ability to prioritise a varied and busy workload and to meet conflicting deadlines	E
Excellent interpersonal skills and able to establish good working relationships with both internal and external stakeholders (e.g. QMU Malta Campus staff and employers)	E
<b>Other</b>	
Flexible and professional approach to work	E

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Requirements	Essential / Desirable
This post is subject to a criminal record check	E
The ability to meet EU 'right to work' requirements	E

**Essential/Desirable:**

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.