

**Partnership Liaison Manager – Role Description**

The role of the Partnership Liaison Manager is:

1. To ensure that the University’s academic standards are safeguarded and that academic quality is maintained within the programme(s) via oversight of the programme(s) with reference to the relevant validation document(s) and University regulations and policies, including those relating to quality assurance and enhancement
2. To act as a source of advice and guidance to the Programme Director(s) of the collaborative programme(s), regarding procedures relating to assessment and examination and quality assurance and enhancement
3. To advise on appropriate staff development which ensures that quality is enhanced, and to make the Quality and Standards Office aware of any known staffing changes within the collaborative programme team. CVs of any new staff MUST be approved through the Faculty Academic Development Committees
4. To be a full member of the Programme Board and attend at least one meeting of each of these Boards each academic year
5. To attend meetings of the Programme Board of Examiners, in particular those at which recommendations are made for each candidate’s award or progression
6. To be familiar with the programme(s) of study for which he/she has been appointed on behalf of the University, and to have copies of the validated documents, Programme Handbook and the current programme specification
7. To be aware of the remit of the Collaborative Provision Sub-Committee and its reporting requirements to the Academic Development Committee
8. To be aware of the Collaborative Provision Register and the contribution which Partnership Liaison Managers may make to it
9. To support and advise the programme team on matters relating to the delivery of the programme(s) of study, including compliance with stated contact hours and the scheme of assessment
10. To support and advise the programme team regarding the staff and physical resources needed to maintain effective teaching at an appropriate level *(NB: The Partnership Liaison Manager is expected to inform the Quality and Standards Office of any concerns that the programme is unable to maintain resources at an appropriate level)*
11. To provide advice on matters relating to teaching and learning, including module and programme development, and to discuss and endorse proposals for modifications to aspects of the programme (including assessment) prior to requests for revision being submitted to the Faculty for approval
12. To advise the programme about the University’s requirements for monitoring and review, with reference to the Quality and Standards Handbook and related guidance
13. To undertake at least one visit to the collaborative party site per year to inform other activities as described
14. To comment on nominations for appointment as External Examiners prior to a recommendation being made to the University
15. To act as Chair or as a member of Misconduct Panels for cases arising from the collaborative programme
16. To submit an annual report on the programme(s) to the Quality and Standards Office by the end of the academic year for reporting into Collaborative Provision Sub-Committee; a copy of the annual report (and other such reports) will be forwarded to the collaborative party for comment with a request that feedback should be provided to the University and the Partnership Liaison Manager
17. To participate in the review of publicly available information for the programme(s)
18. To undertake any other duties which relate to the role of Partnership Liaison Manager, in agreement with the Dean of Faculty, or their representative

**For the first cohort of a collaborative programme following validation, the Partnership Liaison Manager should, in discussion, with the External Examiner:**

1. Discuss draft examination papers and assignments to ensure they are at an appropriate level
2. Moderate a sample of assessments prior to their submission to the External Examiner(s) to ensure that assessment criteria are being applied appropriately and that academic standards are appropriate.