

<b>Job Title:</b>	National Academic Coordinator
<b>Region:</b>	National Development Office
<b>Role Purpose:</b>	Responsibility for ensuring that internal and external academic compliance standards are established and met through ongoing development, review and implementation of the company Quality Management System at National level and that extensive and ongoing professional development of staff is a priority
<b>Reports To:</b>	Operations Manager
<b>Hours:</b>	Full time (32 – 40 hours per week)

### Key Functions

- Contribute to the national development of the Company through coordination of the Company's academic, quality and professional development systems and processes
- Ensure strategic level Company objectives relating to growth and sustainability are translated into practical academic deliverables
- Audit management
- Oversee course development, accreditation and course design processes ensuring all comply with stakeholder requirements
- Overall moderation responsibility
- Peer reviews monitored and reported against
- Monitor and maintain advisory boards to ensure requirements are met for development and currency of programmes
- Coordination of development of resources required for individual programmes
- Compliance reporting to TEC and MOE
- Course administration for Professional development, Desegregations, monitor fees and EFT levels
- Monitor post course outcomes and completions
- Monitor and report concerns from tutor/student evaluations
- Project management of assigned projects as required
- Coordinate Assessment re write plans in conjunction with Niche Coordinators
- Manage enrolment patterns
- oversee professional development schedule in conjunction with Coordinators and management teams
- Support company growth and sustainability by ensuring quality systems and general business procedures meet Governmental,

- industry and education sector standards and requirements
- Uphold a standard of professional ethics and values which delivers best practice and high value to the Company's stakeholders
- Monitor and report on all SMS information to ensure accuracy and implement new policies
- Maintain good relationships with relevant stakeholders and provide liaisons points

### **Skills Relevant to this Position**

Additional skills/attributes relevant to this position

- An ability to translate strategy into workable action plans and effectively communicate this, along with the drive to achieve goals and objectives
- Must be flexible and used to working within an ever changing environment and have proven skills in implementing change management within an organisation
- Must be experienced in client/stakeholder relationship management and have ability in developing and maintaining networks
- Ability to liaise effectively with stakeholders
- Capacity to develop and maintain quality systems