

# Landex

Land Based Colleges & Universities  
Aspiring to Excellence

## JOB SPECIFICATION

**Job Title:** Quality Advisor

### **1.0 RESPONSIBLE TO:**

1.1 Chief Executive, Landex

### **2.0 RESPONSIBLE FOR:**

2.1 Delivering a range of quality support functions on behalf of Landex members to include Peer Review, CPD and other improvement activities.

### **3.0 SPECIFIC RESPONSIBILITIES:**

- 3.1 To promote and facilitate quality enhancement within member colleges through the Peer Review process that will raise the profile of members so they are widely associated with high quality provision.
- 3.2 To support peer reviewers when visiting colleges and universities to ensure complete coverage identify accurately strengths and areas for improvement, and possible vehicles to help achieve improvement.
- 3.3 To collate visit reports and discuss with the principal or other nominated senior staff, possible actions to achieve improvement.
- 3.4 To make judgements on the quality of provision in member colleges and apply Landex membership criteria to members in a fair and consistent manner.
- 3.5 To identify and provide a range of other services to member colleges to support quality improvement.
- 3.6 To identify good practice, both for inclusion in Landex publications, and for dissemination across the sector where appropriate.
- 3.7 To work within agreed protocols for confidentiality, verification, and reporting within member colleges.
- 3.8 To facilitate bespoke CPD events for Landex members and other land based providers.
- 3.9 To participate in qualification development meetings with awarding bodies where appropriate.
- 3.10 To understand, implement and comply with company policies and procedures.
- 3.11 To ensure that administrative procedures are completed efficiently including internal and external returns, and reports required by the Board.

- 3.12 To actively promote and demonstrate a commitment to best practice in equality & diversity.
- 3.13 To demonstrate fully and at all times the generic competencies and professional behaviours expected of all staff employed by the company and its parent organisations.
- 3.14 To ensure that all Health and Safety legislation and good working practice are observed, including the completion of and adherence to risk assessments, COSHH assessments and Accident reports.
- 3.15 To undertake such other duties as the Chief Executive may require and as may reasonably be expected, commensurate with the grade of post.

This job description is current at the date shown below. It is liable to variation, in consultation with the postholder, to reflect or anticipate changes in the post.

**Alex Payne**  
September 2024

## **4.0 CONDITIONS OF SERVICE:-**

### **4.1 REMUNERATION**

Starting salary will be in the range £35,000 - £50,000 per annum.  
Membership of an appropriate pension scheme will be available, dependent upon prior employment.

### **4.2 HOURS OF SERVICE**

The person appointed will be available to the Company on a daily basis and will be required to abstain from any other occupation if, in the opinion of the Board, it interferes with the due performance of duties or conflicts with the interests of the company. The minimum working week will be 37.5 hours for a full-time appointment. Flexibility to reflect variations in workload is an important aspect of the post. Work away from the office location in Northampton will be a normal part of the role.

### **4.3 LOCATION**

Whilst the post is nominally based at the Landex offices in Northampton, as the post will also involve significant work at member College and University sites across the UK, home location is not likely to be significant.

### **4.4 MEDICAL**

The successful applicant will be required to complete a medical form and if appropriate undertake a medical examination, and confirmation of the appointment will be conditional upon this being satisfactory. In addition, any current or recent medical problems must be detailed on the letter of application.

### **4.5 TRAVEL**

The person appointed may be required to use their own vehicle in the performance of their duties. In such cases they will be entitled to claim expenses at the approved rates for casual use. They will be required to hold a current driving licence. It is the responsibility of the individual to ensure that their vehicle is always insured for business use and maintained in a legal and roadworthy condition.

#### **4.6 DRESS**

The company seeks to maintain high professional standards at all times. The person appointed will be required to adhere to the professional dress code as approved by the Board.

#### **4.7 LEAVE**

A full-time post holder will be entitled to 38 days of annual leave which includes public and bank holidays observed in the United Kingdom. Leave must be taken at a time appropriate to the Company workload and in agreement with the Chief Executive.

#### **4.8 PERFORMANCE REVIEW**

The postholder will be required to participate in a staff performance review scheme approved by the Board.

#### **4.9 DEDUCTIONS**

For the purposes of the Employment Rights Act 1996, you hereby authorise the Company to deduct from your salary any sums due from you to the Company, including any overpayment, loans, staff development fees or advances made to you by the Company.

#### **4.10 SICKNESS**

If you are absent from work due to sickness or injury, you may be eligible to receive sick pay in accordance with the Company's Sickness Policy after 12 months continuous service.

The payment of sick pay is subject to a range of criteria including your compliance with the Company's rules for the notification and verification of sickness absence, which are set out in the Sickness Policy.

#### **4.11 EXCLUSIVITY OF SERVICE**

You are required to devote your attention and abilities to your duties during your working hours and to act in the best interests of the Company at all times. Accordingly, you must not, without the written consent of the Company, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the Company.

It follows that you are required to notify the Company of any employment or engagement which you seek to undertake whilst in the employment of the Company (including any such employment or engagement which commenced before your employment under this contract). The Company will then notify you within 10 working days whether such employment or engagement is prohibited by the above paragraph.

#### **4.12 GRIEVANCES**

If you have a grievance relating to your employment, you are entitled to invoke the Company's Grievance Procedure. The Procedure may be varied by the Company from time to time.

#### **4.13 DISCIPLINARY PROCEDURE**

The Company expects reasonable standards of performance and conduct from its employees. Details of its Disciplinary Procedure will be supplied to you on request. The Procedure may be varied by the Company from time to time.

#### **4.14 PROBATIONARY PERIOD**

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed. The Company reserves the right to extend your probationary period if, in its opinion, circumstances so require.

#### **4.15 CONFIDENTIALITY**

You shall not either during your employment (except in the proper performance of your duties), nor at any time after its termination, use for your own purposes (or for any purposes other than those of the Company) or divulge to any person, corporation, company or other organisation whatsoever any confidential information belonging to the Company or to any Subsidiary or relating to its or their affairs or dealing which may come to your knowledge during your employment. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of your employment, other than as a result of unauthorised disclosure by you or by any third party.

#### **4.16 TERMINATION OF EMPLOYMENT**

The employment is for an indefinite period, terminable on notice. Except in the case of dismissal for misconduct or other urgent causes, the period of notice is three months.

#### **5.0 QUALIFICATIONS**

The person sought will be educated to degree or equivalent level and hold a recognised teaching qualification.

Promotional, together with strong administrative, skills are essential. Previous teaching, quality improvement and management experience is important, as is a detailed knowledge of current educational initiatives. Inspection experience will be a distinct advantage.

An ambitious person who is keen to participate in the development of the Company and to advance his or her own career is sought for this position.

#### **6.0 APPLICATIONS**

Applications marked confidential by letter, together with a current cv, should be submitted by as soon as possible to:

**Alex Payne**  
Chief Executive, Landex,  
University of Northampton  
Innovation Centre  
Green Street  
Northampton  
NN1 1SY  
[alexpayne@landex.org.uk](mailto:alexpayne@landex.org.uk)