Bishop Auckland College



RECRUITMENT PACK

Higher Education Compliance and Development Manager

For more information, visit our website!

www.bacoll.ac.uk

Why work with us?

Bishop Auckland College group offer a warm, diverse and inclusive environment in which everyone is supported to grow, develop and really flourish.

We support growth and development of our staff through investment in high quality continuous development opportunities, industry updating and individual mentoring.

We know that the success of the BAC Group is built on our focus on inclusion, community and employers, all underpinned by the brilliant work of our exceptional team of dedicated staff.

BAC Group is a great place to work and we hope we have a vacancy to interest you in becoming part of our team!

Staff benefits

Some of our amazing benefits of working within the Bishop Auckland College Group:

- 4.5 day working week, closing at 12 noon on a Friday
- Exceptional annual leave entitlement
  - Teaching staff - 9.8 weeks pro rata
  - Management - 8.4 weeks pro rata
  - Support staff - 7 weeks pro rata, rising to 8 weeks pro rata after 5 years of service
- Easter and Christmas closure
- Annual staff barbeque
- Access to Local Government Pension Scheme and Teachers' Pension Scheme
- Free gym membership for the onsite gym at Bishop Auckland Campus
- Extensive CPD opportunities
- Discount at local businesses
- Free parking at Bishop Auckland College campus and South West Durham Training
- Discounted hair and beauty treatments

Welcome to Bishop Auckland College - a place to grow, inspire and succeed

Thank you for your interest in joining Bishop Auckland College. We are delighted that you are considering becoming part of our dynamic and dedicated team. At Bishop Auckland College, we are more than an educational institution - we are a thriving community committed to making a difference in the lives of our students and the wider region.

At Bishop Auckland College, we believe that education is a powerful force for positive change. Our mission is to create an inclusive and supportive learning environment where students can achieve their full potential. However, this mission would not be possible without the expertise, passion and dedication of our staff. Our people are the foundation upon which our success is built, and we are committed to investing in your professional growth, well-being and career progression.

We take pride in being a College that not only educates but also inspires and empowers individuals. Whether you are a teacher, administrator or specialist in your field, you will find a fulfilling and rewarding career at Bishop Auckland College.

We invite you to explore the opportunities available and take the next step in your professional journey with us. Together, we can make a difference in the lives of our students and the communities we serve.

Join us at Bishop Auckland College - where your future begins.



Shaun Hope, Principal / Chief Executive

Creating positive change through education and learning

Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:
Regulated Activity ✓ Specified Place ☐ Opportunity for contact with children ☐
DBS checks required:
Enhanced DBS check ✓ Barred list – Children ✓ Barred list – Adult ✓

Closing date for receipt of applications: Monday 30 November 2026 at 23:59

Higher Education

Higher Education Compliance and Development Manager

37 hours per week, permanent position

Post No.: RS26/27/157

Salary: Harmonised pay scale points 35 - 37 (£39,165.85 - £41,506.55)

Responsible to: Director of Quality and Higher Education

Supervisory responsibility: Higher Education Quality and Compliance Officer

Responsible for: Managing and directly delivering the College's HE compliance, academic quality assurance and portfolio development activities, ensuring robust institutional regulatory compliance, oversight, effective partner relationships and continuous improvement.

Objective of the job: as above

Candidates for the post of **Higher Education Compliance and Development Manager,** must possess the following:

	Essential	Desirable	Where identified
Qualifications	Educated to at least Level 5 Level 2 in Literacy Level 2 in Numeracy Safeguarding Level 2 (to be achieved within 6 weeks)	Leadership or Management Qualification Educated to at least Level 6 Undergraduate or Postgraduate teaching qualification Level 2 or above IT / Spreadsheets qualification.	Application Form Certificates
Experience	At least 2 years experience within the last 5 years, of working in higher education quality and/ or compliance (within either College-Based HE or a University setting). Experience of working effectively with validating partners or awarding organisations.	Experience of developing new undergraduate or postgraduate provision in response to student, employer and labour-market demand. Experience of line-managing, supervising, or coordinating the work of others.	Application Form References Interview

	Essential	Desirable	Where identified
	Experience of successfully balancing complex workstreams, competing deadlines.		
Knowledge and skills	A working knowledge of a higher education regulatory and quality-assurance environment. Advanced digital skills with a strong use of Microsoft Office Products and ethical Generative Artificial Intelligence. Excellent Communication Skills. Excellent attention to detail, organisational skills and time management.	Ability to interpret and implement complex regulations, policies and data. Understanding of collaborative provision and the varying responsibilities of partners. An understanding of higher education programme approval, validation / revalidation and modification processes. Strong working knowledge of the higher education regulatory and quality-assurance environment.	Interview References
Personal qualities, attitude and behaviours	Ability to work under pressure and use own initiative. Ability to maintain confidentiality. Enthusiasm and commitment to ensure tasks are completed to a high standard Personal accountability: takes ownership of responsibilities. Exceptional attention to detail. Clarity and kindness in communication: communicates difficult messages directly, respectfully and constructively. Commitment to equality, diversity, inclusion and safeguarding.	Calmness and resilience: can remain composed when managing competing deadlines, external scrutiny. Adaptability: ability to respond positively to changing regulatory, partner and institutional requirements. Is naturally curiosity about emerging HE policy, regulation and sector practice.	Interview

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

Our cultural behaviours

Constantly strive to improve…yourself, others and the group
Group over self…do what's right for the group
Pick up the litter…never be too big or too busy to do the things that need to be done
Communicate with kindness and clarity…be positive and constructive
The difference is in the detail…focus on the inputs and the outputs will look after themselves

2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

a) Manage the implementation, monitoring and review of HE strategy, identifying improvement priorities, risk and development opportunities.

b) Analyse and report on HE student outcomes, including continuation, completion progression, using institutional, regulatory, partner and sector information to inform appropriate actions.

c) Maintain effective working relationships with strategic validating partners, awarding organisations, external examiners and other stakeholders; representing the College Group at relevant HE meetings and forums.

d) Manage HE access, participation, outreach and employer/alumni engagement activity, working in collaboration with curriculum and marketing teams to support recruitment and portfolio relevance.

e) Lead and directly undertake the monitoring and implementation of relevant HE regulatory, consumer-protection, validating-partner and awarding-organisation requirements; maintain oversight of compliance evidence, risks and follow up actions.

f) Lead the review, implementation and consistent application of HE policies, procedures and academic regulations, working in collaboration with curriculum and support service colleagues.

g) In collaboration with appropriate support colleagues plan and organise HE examination boards and relevant HE specific governance committees; manage the submission of all associated documentation.

h) Manage internal processes for HE extenuating circumstances, academic misconduct, and research ethics, ensuring appropriate records, decisions and reporting.

i) Lead preparations for external reviews, regulatory engagements and partner monitoring, including the compilation, verification and submission of required evidence and responses.

j) Lead and undertake annual programme monitoring, institutional self-evaluation, action planning and quality reporting; challenge and support programme teams to deliver sustained improvements.

k) Monitor academic standards, assessment practices, external examiner findings and partner requirements across HE provision; ensure actions and recommendations are tracked to completion.

l) Support curriculum leaders and academic teams to research, design and develop sustainable undergraduate and postgraduate provision informed by student, employer and labour-market needs.

m) Manage and coordinate HE programme level approvals, validations, revalidations, reapprovals and institutional approval activities, including preparation and quality checking of documentation, liaison with strategic partners and management of follow up recommendations, conditions and actions.

n) Manage and coordinate external examiner and other academic appointment arrangements, including appropriate recruitment, induction and ongoing liaison.

o) Provide timely advice, guidance and reports to curriculum teams, senior leaders and HE governance mechanisms.

p) Undertake any other reasonable duties as requested by Line Manager

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

Last updated: November 2026