

Job description - August 2026	
Job Title	Student Conduct and Academic Integrity Lead
Reporting Line	• Director of Studies
Responsible to	• Academic Director (Quality and Student Experience) • Director of Studies • Deputy Director of Studies (Student Engagement) • Deputy Director of Studies (Academic Support) • Academic Director (Education) • Heads of School
Responsible for	• No line management responsibility
Key Contacts	• Faculty and Quality Office • iCentre Team • Deputy Director of Studies (Student Engagement) • Director of Studies Office • Learning Resources Team • Academic Director (Education) • Head/Deputy Head of Schools • University of Lancashire Student Services
Overall Job Purpose	• Leading the academic misconduct and integrity case review process, including reviewing and triaging referrals, focussing in particular on first offence referrals and leasing with academic and professional staff to ensure the overall process is effective and robust • Working with the Director of Studies and Deputies in implementing strategies for ensuring principles of academic integrity are clearly understood by students and ensure the application of institutional procedures and academic misconduct in line with university policy. • Leading workload on matters relating to the student code of conduct including disciplinary issues as well as student and staff complaints and supporting appeals • Responsible for developing and maintaining the 'fitness to study' process • Working collaboratively with the Deputy Director of Studies (Academic Support), Deputy Director of Studies (Student Engagement), and wider professional and academic colleagues within the institution, to identify and design enhanced support for students affected by academic misconduct or integrity concerns. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, and security of information as appropriate. Take personal

	responsibility for all personal data within own working environment
Key Responsibilities	• Take ownership of the 'fitness to study' policy and manage with support from Director of Studies team the policy's development, implementation and review • Be the first point of call for student complaints and work with the Director of Studies team to investigate and resolve as necessary • Be the first contact point for issues relating to code of conduct including investigating and resolving issues as part of the disciplinary process as applicable • Supporting the Director of Studies and Deputy Director of Studies (Academic Support) to raise awareness of academic integrity and work collaboratively with academics to raise awareness of academic misconduct • Ensuring consistent implementation of the Academic Regulations and supporting development of consistent practice in promoting academic integrity among staff and students as well as academic offence procedures • Oversee the investigation of suspected cases of academic misconduct, including involvement in any institution-led investigations • Be the named signatory of all (as appropriate) letters sent to students regarding their misconduct outcome, and to take responsibility for responding to and investigating results queries not readily resolved by the Faculty and Quality Office or external assessment colleagues • Work with Course Leaders and academic colleagues to facilitate activities or workshops for identified students (learners) to enable them to develop the expected level of knowledge, skills and behaviour where gaps in learning or barriers have impacted on their progress. • Implementing interventions to support academic integrity outcomes within the remit of the role and ensure accurate collection and reporting of required data to monitor and capture student progress • In collaboration with the Deputy Director of Studies (Student Engagement), monitor and manage risk associated with the student engagement and adverse effects on continuation and completion rates • Developing and delivering interventions aimed at improving outcomes for students at risk of withdrawal or discontinuation as a result of academic misconduct or integrity concerns • Working with Wellbeing to initiate Support to Study (Fitness to Study) and Return to Study meetings • Deliver a data led, evidence-based approach for academic integrity provision, and provide detailed

	analysis and narratives of data assessing outputs and impacts of support activities and interventions for relevant committees Any other duties temporarily or on a continuing basis, as reasonably be required by the management
KPIs	- Consistency and timeliness of misconduct case resolution, and appeal/outcome overturn rate - Continuation and completion rates
Knowledge/Skills	- Ability to lead and develop students - Ability to manage change - Political and innovative negotiating skills - Strong computer literacy. - Ability to be responsive and make decisions while under pressure in fast moving environment - Excellent written and verbal communication skills.
Attributes	- Ability to work co-operatively and as leader and be part of a team - Ability to represent the Faculty internally and externally as required - Flexible approach, excellent interpersonal and negotiating skills - Commitment to LCA's values, and willingness to contribute to the collective life of the Faculty and the organisation - Ability to work with tact, diplomacy and discretion, particularly when dealing with sensitive or confidential matters

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed with consultation with the post holder. Job descriptions cannot be exhaustive and so the post holder will carry out any other duties commensurate with the purpose of the job.

August 2026

PERSON SPECIFICATION

Job Title: Academic Integrity Lead **Date:** August 2026

Selection Criteria	Essential (E) or Desirable (D)
Qualifications: Educated to Masters level standard (or equivalent qualification) and work experience relating to the academic integrity provisions Fellowship of Advance HE or equivalent teaching qualification Recognised learning support qualification or equivalent	E D D
Experience: Experience of managing or investigating academic misconduct/integrity cases in UK further education (FE) or higher education (HE) Experience of working with HE regulatory bodies (OfS and QAA) Experience of committee/panel work Experience of identifying and implementing creative improvements to procedures and systems Experience with academic support provisions within an HE or similar environment	E E D D E D
Skills and Knowledge: Track record in developing strategies relating to academic support provisions and outcomes Data analysis skills and ability to use data to set targets and identify and drive improvements Effective communication skills, both oral and written, with the ability to collate and present information to others The ability to draft nonstandard documents and reports and present to relevant committees and panels Competent in a range of IT software, including Word and Excel Knowledge of academic regulations and misconduct procedures in HE and understanding of safeguarding	E E E E E D
Competencies and Personal Attributes: Ability to command the respect of colleagues, with a professional approach to work	E E

An effective team member, contribute to team's success and commitment to equality and diversity and quality assurance A demonstrable commitment to providing a customer-oriented service and enhancing the student experience Excellent team working skills with an ability to work across academic and support services	E E
Business Requirements: Ability to work under pressure during certain period of the year Flexible approach to work, and ability to cope with changing priorities as required	 E E

Essential Requirements are those, without which, a candidate would not be able to do the job

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements