

Job Description

Senior Qualifications Officer (Qualification Development)

Job Description	
College/Service UAL Awarding Body	Location 272 High Holborn, London
Contract Length Permanent	Hours per week / FTE 35 / 1.0
Accountable to Qualifications Development Manager	Weeks per year 52
Salary £35,486 - £45,899	Grade 4
<p>Who is UAL Awarding Body?</p> <p>This post is based in UAL Awarding Body. We design and award creative qualifications that empower and inspire educators to help students reach their potential. UAL Awarding Body is regulated by Ofqual, Qualifications Wales and CCEA Regulation at Levels Entry Level 3 to 5 of the national qualification framework. We work with approved centres to offer qualifications in Art and Design, Fashion Business and Retail, Creative Media Production and Technology, Music Performance and Production and Performing and Production Arts. UAL Awarding Body is part of UAL's Research, Knowledge Exchange and Enterprise division, which aims to increase the amount of income generated by the University from diverse sources. This successful and growing department includes UAL Awarding Body, UAL Short Courses Ltd, International and UAL Arts Temps Ltd.</p>	
<p>What is the purpose of the role?</p> <p>UAL Awarding Body has a pipeline of new qualifications in development for 14 -19 and 19+ year olds, and a qualifications revision cycle that needs to be undertaken to meet regulatory requirements and exploit commercial opportunities.</p> <p>This role will specifically support the development capacity of the team, by managing and undertaking qualification design and development activities, communicating with internal and external stakeholders about new and existing qualifications, conducting reviews into our existing portfolio of products/qualifications and making recommendations for amendments and/or withdrawal.</p> <p>They will also contribute to the defining, development and implementation of new policies and procedures, and play a leading role in ensuring qualification compliance</p>	

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with Regulators' Conditions of Recognition.

This post holder must have strong project management and communication skills, and the ability to work across multiple projects and prioritise their own time. They should also have experience of qualification design and development.

Qualification development

- Manages the end-to-end project management of qualification developments ensuring they are delivered on time, to budget and to quality.
- Responsible for the quality of the product developed with attention to detail including technical content and compliance with regulatory conditions.
- Identifies and implements research needed to support qualification development activities and choices.
- Produces qualification specifications, sample assessment papers, assessment strategies and resources in line with project requirements.
- Conducts desk research, internal and external stakeholder discussions and focus groups to inform qualification structures and content.
- Manages the effective and robust maintenance and evaluation of existing products in the UAL Awarding portfolio, including any qualification withdrawals.
- Ensures all processes and procedures are adhered to in line with department policies and procedures.
- Manages and monitors the qualifications risk register, including those qualifications with low enrolment numbers.
- Provides regular progress reports to the Qualifications Development Manager and/or Head of Qualifications and Assessment.
- Proactively and continuously identifies opportunities for operational improvements in process, practice, and performance.
- Contributes to the process of scoping new qualifications products.
- Produces reports and options papers which recommend actions to improve, enhance or refine our existing qualification offer including take-up.
- Uphold conditions of recognition from various regulators including Ofqual, CCEA Regulation and Qualifications Wales.

Assessment design

- Manages the development of valid, robust and reliable assessments that are fit for purpose.
- Works with internal stakeholders to document the assessment strategy for new developments.

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Management

- Manages the commissioning and on-going relationship within internal and external technical and subject matter writers and reviewers.

Customer service and relationship management

- Facilitates and leads external and internal meetings related to the development of new products, e.g. design workshops, content workshops, external developer meetings.
- Facilitates and leads internal and external technical and development groups.
- Maintains a good working relationship and communication with the internal teams.
- Represent the Awarding Body during internal and external conferences and events, including with Regulators, funding institutions and the Federation of Awarding Bodies.
- Actively contribute to internal strategy/steering groups.
- Work with Relationships and Insights to influence and support campaigns to increase visibility and enrolments on new and existing qualifications.
- Responsible for gathering and analysing stakeholder feedback on newly developed products, resources and existing products.

Sector awareness

- Maintains up-to-date knowledge of UCAS, funding, educational policies and uses these to inform qualification design and development choices.
- Maintains up-to-date knowledge on portfolio areas including the work of our competitors and key trends.
- Supports the collation of evidence for Ofqual submissions, such as Scope of Recognition updates and the annual statement of compliance.

Administration

- Responsible for proofreading products development materials by self and colleagues and external stakeholder, with attention to detail including SPaG and formatting.
- Maintains accurate, auditable records of all qualification developments and other activities utilising the Awarding Body's IT systems along with paper and other electronic.
- Maintains accurate and auditable records of budgets and expenditure for all

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projects you support.

General

- To perform such duties consistent with your role as from time to time may be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

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<p>Key Working Relationships - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.</p> <p>Internal:</p> <ul style="list-style-type: none">• Head of Qualifications and Assessment• Qualification Development Manager (line manager)• Assessment Design Manager• Senior Qualifications Officers (Qualification Development / Design)• Qualifications Officer• Chief Examiners• Quality Assurance and Enhancement team• Relationships and Insights team <p>Externals</p> <ul style="list-style-type: none">• Colleges, schools and HEI• Employers• Creative and cultural organisations• Educational specialists• Research agencies	
<p>Specific Management Responsibilities</p> <p>Budgets -</p> <ul style="list-style-type: none">• N/A <p>Staff –</p> <ul style="list-style-type: none">• Some line management may be required in the future. <p>Other (e.g. accommodation; equipment) –</p> <ul style="list-style-type: none">• Required IT and equipment will be provided	

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none">• Knowledge of the qualification development and design cycle.• Project Management skills and experience (in particular, Agile PM)

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Person Specification	
	<p>trained).</p> <ul style="list-style-type: none"> • Understanding of regulatory requirements and compliance with regulators' (Ofqual, CCEA Regulation and Qualifications Wales) Conditions of Recognition. • Understanding of the current school, FE and HE sectors. • Knowledge of the creative sector or industries is desirable. • Knowledge of assessment principles and practice are desirable.
Relevant Experience	<ul style="list-style-type: none"> • Experience of designing qualification specifications, sample assessment materials and additional resources. • Experience of leading multiple projects concurrently to time, quality and cost. • Experience of managing projects both collaboratively and independently. • Experience of/in creative education or industries sector is desirable.
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way. • Able to lead/chair discussion groups and focus groups with a range of internal and external stakeholders. • Ability to communicate complex information and/or ideas effectively. • Ability to produce clear written work,

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Person Specification	
	<p>project plans and reports that presents project, qualification and technical information effectively.</p>
Leadership and Management	<ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear objectives to manage performance.
Professional Practice	<ul style="list-style-type: none"> • Engages in continuous personal and professional development in line with UAL's Performance Review Appraisal (PRA) process, and contributes to advancing professional practice in own area of specialism.
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises and manages projects effectively to achieve outcomes to time, cost and quality. • Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team. • Works collaboratively across or with a range of internal and external stakeholders through development. • Works collaboratively across or with different professional groups.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Suggests practical solutions to new or unique problems. • Suggests amendments and solutions to current ways of working and best practice.
Additional requirements	<ul style="list-style-type: none"> • Basic DBS check. Role does not directly

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Person Specification	
	supervise children but DBS / willingness to obtain DBS would be necessary for access to schools and colleges as many make this a requirement for visitors.