

JOB DESCRIPTION	
Job title: Qualifications Officer	Accountable to: Qualification Manager, UAL Awarding Body
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £28,839 - £35,205	Grade: 3
Service: UAL Awarding Body	Location: Holborn, University of the Arts London
Who are we? UAL Awarding Body designs and awards qualifications in creative subjects from Levels 1 to 4, operating in England, Scotland, Northern Ireland and Wales. It works with more than 200 Further Education Colleges, Sixth Form Colleges, schools and universities across the UK, and is regulated by Ofqual, CCEA and Qualifications Wales. UAL Awarding Body is part of UAL's Academic Enterprise Department, which leads the University of the Arts London's third stream income operations. Its mission is to increase the amount of income generated by the University from non-core teaching and research activities. It builds on, and includes, the successful UAL Short Courses Ltd, UAL Awarding Body, the Language Centre, college and research based enterprise, business and innovation operations. Academic Enterprise not only integrates and bolsters a wide range of business and client facing work across the University but is also developing new products and services for new and existing markets. Academic Enterprise is a successful and growing department with an anticipated combined turnover of £32m in 2017/18, from both B2B and B2C activities. There are approximately 195 staff and 650 hourly paid tutors working in Academic Enterprise operations in all UAL's Colleges as well as central university services. Each year, around 70,000 students study on short courses or qualifications offered by AE business units.	
What is the purpose of the role? The purpose of this role is to support the design and development of new qualifications, and the review of existing qualifications, primarily for 14-19 year olds in fulltime education. The role requires an outcome / delivery focused individual who can work effectively with colleagues from across the awarding body as well as academic staff from our partner colleges. The role requires a commitment to excellent customer service and professionalism when dealing with both external and internal stakeholders.	
Duties and Responsibilities Qualifications portfolio • Be the first point of contact within the team for all qualification related queries from internal and external stakeholders • Undertake qualification development and review activities in line with agreed processes and procedures • Maintain up-to-date UCAS and Funding information for all UAL Awarding Body qualifications within your areas of responsibility, providing advice and guidance to colleagues	

and to customers

- Maintain awareness of key policy changes in the educational landscape which directly impact qualifications you support

Relationship management/ Stakeholder engagement

- Work with external stakeholders and consultants to ensure that UAL Awarding Body qualifications are current and fit for purpose
- Work collaboratively with other members of the Awarding Body to ensure that appropriate contributions are made during the design, development and review of qualifications

Project management

- Support the planning, administration and project management associated with designing and developing a wide range of new products and services to support education in the creative arts at Levels 1 – 5 of the national qualifications framework.
- Take responsibility for and ownership of project plans to drive activity and actions to ensure that deadlines, budgets and quality measures are achieved.
- Organise, plan and/or chair a range of meetings/groups/workshops as required

Administration

- Provide administrative support including: proofreading, minute taking, report writing, financial administration, diary management and any other administrative activities related to qualification developments
- Understand and successfully utilise university-wide systems and processes including
- Carry out research including obtaining, evaluating, recording, integrating, reporting, presenting and disseminating qualitative and quantitative information to support business cases and other qualification related activities
- Maintain accurate, auditable records of all qualification development and other activities utilising the Awarding Bodies IT systems along with paper and other electronic records.

Financial administration

- Maintain accurate and auditable records of expenditure for all projects you support
- Process all invoices and claim forms in accordance with UAL processes

Regulatory compliance

- Uphold conditions of recognition from various regulators including Ofqual, CCEA and Qualifications Wales
- Contribute to the annual self-assessment process, leading on qualification related criteria, to confirm compliance with Ofqual's General Conditions of Recognition.

To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University

- To travel to approved Centres located across the UK, which may involve occasional overnight stays
- To perform such duties consistent with your role as may from time to time 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 (2016 – 2022)

- 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 in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships

- Chief Examiners, moderators and examiners
- Deputy Director & Head of Products, Services and Projects
- Head of Academic Standards
- Quality Officers
- Projects Officer (Business Development)

Specific Management Responsibilities

Budgets: 0

Staff: 0

Other (e.g. accommodation; equipment): None

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	• Degree or equivalent professional qualification e.g. Project Management • Has knowledge of/or the capacity to develop knowledge of Ofqual's General Conditions of Recognition (GCR), performance table, vocational qualifications – applied general, tech level, tech award and writing and/or reviewing units of assessment on the NQF/QCF/RQF framework • Commits to own development through effective use of the University's appraisal scheme and staff development process. • Awareness of relevant educational policies
Relevant Experience	• Has experience of supporting projects and/or programmes in an educational setting. • Has experience of qualification development and assessment or administration or quality assurance in an Ofqual approved awarding body or Further Education College • Has an awareness of vocational and/or general qualifications • Has experience of diary management
Communication Skills	• Communicates effectively orally, in writing and/or using visual media and is able to understand and explain technical terms commonly in use in own area of work. • Can use a range of IT software such as Word, Excel, PowerPoint etc.
Leadership and Management	• Supervises and motivates individuals, a team or freelancers effectively, setting clear objectives to manage performance in defined tasks.
Professional Practice	• N/A
Planning and Managing Resources	• Plans, prioritises and organises work to achieve objectives on time • Can carry out work independently and use initiative in carrying out activities within remit
Teamwork	• Works collaboratively in a team and where appropriate across or with different professional groups
Creativity, Innovation and Problem Solving	• Uses initiative or creativity to resolve problems • Distinguishes between the need to make a decision and when to defer. • Contributes to the decision making of others by providing relevant information and opinions.