

JOB DESCRIPTION

Senior Officer Strategy and Risk

Post Ref	2.1.4.3
Reporting To	2.1.4 Senior Manager Risk
Pay Band	HEO
Line Management	NA
Budget Management	NA

Job Purpose

To manage, quality assure and analyse qualitative and quantitative information about awarding organisations and qualifications to enable Ofqual to effectively manage and target resource on a risk basis.

To support the development of key indicators of risk within Ofqual's overall risk framework

To provide support to the delivery of Ofqual's corporate planning process and the organisation's approach to risk management including corporate risks. .

This role supports the work of both the Strategy and Risk Functions

Key Accountabilities:

- Establish and maintain the processes to receive, store and collate and analyse the data that supports Ofqual's overall risk framework.
- Contribute to work to design and develop Ofqual's risk framework including identification and quantification of system, entity and qualification risks.
- Contribute to work to develop and communicate Ofqual's Strategic Framework including Ofqual's regulatory strategy.
- Carry out detailed planning and drive the delivery of plans for initiatives to develop Ofqual's strategy and approach to risk.
- Support the implementation of Ofqual's risk framework and strategy across the organisation including educating and supporting others.
- Contribute to multi-disciplinary working and sharing of information to support the work of the organisation.
- Contribute to horizon-scanning and foresight work to inform the future direction of the organisation.

- Contribute to the organisations approach to risk management including the effective risk escalation processes.
- Prepare briefings, reports and presentations that are clear, accessible and appropriate for the intended audience.
- Contribute to the monitoring and evaluation of Ofqual's risk framework and strategy to understand their impact.
- Utilise project and programme management disciplines to support the delivery of key initiatives.
- Analyse information from various sources to support decision making and flag risks and issues to enable effective decision making.

Corporate Accountabilities:

- Leading by example as a role model for Ofqual's values and professional standards.
- Assisting with the delivery of business and corporate plans for your area.
- Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
- Initiating continuous improvement in your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated.
- Managing delegated resources (e.g. budgets, equipment and contracts) as appropriate, to ensure value for money.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

Experience

Criteria	Essential (E) or Desirable (D)
Experience of working collaboratively with others to achieve objectives.	E
Experience of delivering work within strict deadlines.	E
Experience of managing and quality assuring data from complex and multiple data sources.	E
Experience of managing risk.	D
Experience of regulation, gained by working in a regulator or regulated environment.	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Proven ability in providing both qualitative and quantitative methods of analysis.	E
Excellent written and oral communication skills, and the ability to communicate clearly and effectively to the audience.	E
Skills in analysing written and numeric evidence and drawing appropriate conclusions.	E
Strong ability to work flexibly to meet changing priorities for the team and the organisation.	E
Able to build effective working relationships with internal and external stakeholders to work collaboratively to achieve objectives.	E
Able to challenge and influence others, to contribute to effective decision making.	E
Ability to identify, analyse and recommend action to effectively manage risk.	E
Ability to use appropriate IT applications in an analytical capacity (including Outlook, SharePoint, Word, PowerPoint, Excel, databases and appropriate statistical software packages).	E

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
A level 6 qualifications such as an honours degree or experience demonstrating the capabilities associated with a qualification at that level	E
Understanding of the role of a regulator and approaches to regulation.	D
Understanding of the education system	D

You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.