

JOB DESCRIPTION

Associate Director, Regulatory Implementation

Post Ref	3.4
Reporting To	Executive Director for Vocational Qualifications
Pay Band	Grade 6
Line Management, Accountable For	4 direct reports, overall team of 9 staff ¹
Budget Management	TBC

Job Purpose

To help Ofqual to secure good qualifications by driving better regulation and better behaviours from those we regulate. In particular, to clearly and consistently communicate our approach to those we regulate, to influence our regulatory approach to ensure that it is proportionate and improves over time, and to ensure that we make best use of our IT systems to secure more intelligent regulation.

Key Accountabilities

- Lead the Regulatory Implementation team, developing our people and the team's business plan to secure delivery of relevant corporate objectives.
- Develop and deliver Ofqual's strategy for communicating our approach clearly and consistently to awarding bodies, incentivising good practice and ensuring that we effectively communicate our successes.
- Influence and support decision-making and policy teams by evaluating Ofqual's regulatory activity, challenging assumptions where appropriate to identify and deliver improvements in our regulatory approach over time.
- Lead on the development and delivery of major change projects, including business engagement with IT system changes that enable us to regulate more intelligently.
- Lead our corporate approach to better regulation, including evaluating regulatory burden and building and managing an effective relationship with the Better Regulation Executive.
- Lead and develop our business support function, including our approach to financial, risk and project management for both the Vocational and General Qualifications Directorates.

¹ Final team size to be confirmed.

Accountability for Corporate Responsibilities

As a member of the leadership team you will be accountable for working with other members of the leadership team and Board to support the development of Ofqual into becoming a strategic, risk-based and evidence-based regulator of qualifications, examinations and assessments that are trusted by learners, users and the wider public.

Accountabilities of the leadership team:

- Provide visionary leadership and promote an ethos of high performance and continuous improvement.
- Model expected behaviours in delivering to the values of the organisation.
- Demonstrate and promote effective team working within and between teams across the organisation.
- Be accountable for the appropriate use of public funds, value for money and ensure expenditure is in line with financial plans and policies.
- Deliver service excellence to all internal and external stakeholders/customers.
- Be accountable for a proactive approach to risk management and adherence to governance protocols ensuring risks and issues are assessed, reported and, where appropriate, escalated.
- Be accountable for the achievement of the expected standards from the audit of all business processes and governance arrangements.
- Be accountable for personally adhering to all corporate policies including policies relating to Finance, HR, Procurement, IT, Facilities, Health and Safety, Equalities and Diversity.

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)
Demonstrable experience of developing and managing plans for policy implementation	E
Experience of establishing and managing key stakeholder relationships to meet corporate objectives	E
Experience of communicating directly with internal and external stakeholders at both a senior and general level	E
Demonstrable track record in leading a business function that adds value to the organisation	E
Experience of managing multi-disciplinary teams	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
See the bigger picture and is able to spot incoherent practices and procedures	E
Capable to think and act strategically and translate strategic thinking into detailed organisational plans	E
Develop and maintain effective relations with senior stakeholders to achieve organisational aims	E
Excellent oral and written communication skills with the ability to engage different audiences and convey complex information in an accessible way	E
Proven ability to lead by example, inspire, motivate and develop staff	E
Ability to work in a pressurised environment, maintaining a clear strategic overview of issues affecting an organisation	E
Ability to manage risks, resources and teams to meet business objectives	D
Acts as a role model for Ofqual's values and professional standards	E

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
A level 6 qualification such as an honours degree or experience demonstrating the capabilities associated with a qualification at that level	E
Knowledge and understanding of regulation	D
Knowledge and understanding of the education sector	D

