

JOB DESCRIPTION

Senior Manager – General Qualifications – Teacher Secondment

Post Ref	
Reporting To	Director Strategic Relationships, General Qualifications
Pay Band	Grade 7
Line Management, Accountable For	NA
Budget Management	NA

Job Purpose

Playing a leading role in ensuring that the work of Ofqual secures qualifications that are fit for purpose and have the greatest overall benefit for users of qualifications, students and learners and the wider education and training system, by leading on strategic relationship management with teachers, schools and the wider education system.

Key Accountabilities

1. Designing and leading initiatives to build relationships with teachers, teacher organisations and other in the education system to consult and communicate effectively on the development and regulation of qualifications.
2. Analysing stakeholders and determining strategies for effective management of stakeholder relationships to achieve Ofqual’s regulatory outcomes.
3. Using experience and understanding of the education sector to develop approaches, tools and resources to communicate Ofqual’s policies that are engaging, relevant and accessible.
4. Delivering presentations and briefings that clearly articulate Ofqual’s regulatory position and policy in a way that is appropriate for the intended audience.
5. Developing ways of gathering, analysing and presenting the views of stakeholders to teams across Ofqual to contribute to policy development and decision making.
6. Identifying, analysing and reporting on the impact of Ofqual’s regulatory action on the wider education system.
7. Evaluating the impact of Ofqual’s stakeholder management in contributing to achieving Ofqual’s stated regulatory outcomes, and make recommendations for future action.
8. Leading and contributing to cross team working and sharing of information across Ofqual to support effective decision making and integrated regulation.
9. Identifying, analysing and managing risks, according to Ofqual’s risk framework.

Corporate Accountabilities

- Leading by example as a role model for Ofqual's values and professional standards.
- Driving the delivery of business and corporate plans for your own areas of responsibility.
- 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.
- Driving continuous improvement within your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
- 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)
1. Experience of teaching and working with teachers, including teaching GCSEs and A levels	E
2. Experience of delivering within strict timelines	E
3. Experience of leading and shaping work with others to achieve organisation priorities	D
4. Experience of communicating new ideas or approaches to others successfully	E

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
5. Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	E
6. Able to systematically analyse information and cut through complexity to bring clear, relevant and intelligible recommendations.	E
7. Able to apply judgement, creativity and flexibility to solve complex problems and generate new ideas.	E
8. Excellent written and oral communication skills, and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.	E
9. Able to challenge and influence others, including more senior colleagues and stakeholders, to ensure that the right outcomes are achieved	E
10. Strong ability to build effective working relationships with others at all levels of seniority, to work collaboratively to achieve objectives.	E

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
11. A level 6 qualifications such as an honours degree or experience demonstrating the capabilities associated with a qualification at that level	E
12. Strong knowledge understanding of the education system particularly related to qualifications	E