

JOB DESCRIPTION

Associate Director, Research and Analysis

Post Ref	2.3
Reporting To	Executive Director for Strategy Risk and Research
Pay Band	Grade 6
Accountable for	
Line Management	6
Budget Management	Budget to be confirmed

Job Purpose

To develop and lead a business-focused research and analysis strategy for the organisation.

Key accountabilities

- Developing and leading a first class research team and delivering a business-focused research strategy and publications to support the work of Ofqual
- Developing and leading the organisation's systemic risk function, integrating it into the work of the directorate and wider organisation
- Developing the organisation's data and statistics team, and advising the Director of Research and Evaluation in developing a data and information strategy and providing statistical data, information, evaluation, analysis and support to support Ofqual's work
- Providing strategic input to the work of the Ofqual Board's Standards Advisory Group (SAG), including contributing to the planned programme of work
- Assessing priorities and making proposals to the Director of Research and Evaluation for the programme of work
- Developing, refining and applying appropriate methodologies for standards maintenance, investigations and recalibration
- Advising the Director, CRC, SAG and the Ofqual Board on relevant issues
- Building effective relationships with senior managers in Awarding Organisations, DfE, STA, the regulators in Wales and Northern Ireland, and other stakeholder organisations
- Contributing as a member of the organisation's senior team to the strategic development and leadership of the organisation.

NB. This job description is not intended to be an exhaustive list of duties. It will be reviewed and updated in conjunction with the appointee in the light of experience.

PERSON SPECIFICATION

Experience

Criteria	Essential (E) or Desirable (D)
A track record of effective and persuasive communication of complex information in writing and orally	E
Understanding of the education, qualifications and assessment, political and policy context	E
Experience of undertaking analysis of complex written evidence and numerical data	E
Substantial experience of developing and undertaking research and evaluation using a range of methodologies in contexts within education and training	E
Experience of undertaking innovative analysis and problem solving in a research context	D
Strong track record in developing and maintaining highly effective external stakeholder relations at the most senior level both internally and externally to achieve organisational outcomes	E
Experience of managing the delivery of multiple research projects (internal and external) using appropriate project and programme management tools and disciplines and effective contract management	E
Proven ability to lead by example, inspire, motivate and develop staff at all levels, providing vision, strategic direction and demonstrating the highest degree of integrity and professionalism	E

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Leadership skills – able to inspire staff and stakeholders to engage fully with issues.	E
Stakeholder management - develop and maintain relations with senior stakeholders to effect organisational outcomes.	E
Communication skills - able to communicate complex concepts and conclusions to a range of audiences and stakeholders.	E
Programme management skills - lead the delivery of programmes/projects.	E
Influencing skills – use evidence and expert opinion to influence others.	E

People management skills – develop capability and capacity of teams and individuals.	E
Resource management skills – effective deployment of people, financial resources	D
Ability to analyse and critically evaluate written evidence and numerical data.	E

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
Degree or equivalent level of attainment	E
Research degree/PhD	D
Knowledge and understanding of policies and procedures for the regulation of qualifications.	E
Knowledge of standards setting in qualifications.	E
Understanding of techniques of assessment and definitions of standards.	D