

JOB DESCRIPTION

Senior Officer

Post Ref	Various
Reporting To	G7 Senior Manager
Pay Band	HEO
Line Management, Accountable For	TBC
Budget Management	TBC

Job Purpose

Play a key role in achieving Ofqual’s strategic objectives by managing stakeholder relationships, supporting policy development and delivering priority initiatives.

Key Accountabilities:

Deliver key processes and make strong contributions to initiatives designed to support Ofqual’s strategic priorities. These may combine elements of the key accountabilities set out below on a flexible basis:

- Contribute to effective stakeholder management to achieve Ofqual’s regulatory outcomes.
- Prepare briefings, reports and presentations that are clear, accessible and appropriate for the intended audience.
- Carry out detailed planning and drive the delivery of plans for initiatives and work to achieve Ofqual’s strategic priorities.
- Contribute to the development and articulation of Ofqual’s regulatory position and policy.
- Evaluate and analyse research and evidence from internal and external sources, to contribute to well thought through policy.
- Support the implementation of Ofqual policy by contributing to the development and use of regulatory tools and processes.
- Contribute to the evaluation of policy, conditions and regulatory action.
- Work with others across Ofqual to ensure there is coordination in stakeholder management and that the internal impact of policy is understood and factored in its development.

- Liaise with Awarding Organisations to enable effective regulation.
- Provide flexible support to incident management.
- Contribute to effective risk management, in line with Ofqual's risk framework.
- Deliver and improve business functions, and use project and programme management disciplines to support the delivery of key initiatives.

Corporate Responsibilities:

- 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 regulation, gained by working in a regulator or regulated environment.	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Strong ability to work flexibly to meet changing priorities for the team and the organisation.	E
Able to systematically analyse complex information to provide clear and relevant recommendations, and to solve problems.	E
Ability to identify, analyse and recommend action to effectively manage risk.	E
Excellent written and oral communication skills and the ability to communicate clearly and effectively to the audience.	E
Able to challenge and influence others, to contribute to effective decision making.	E
Able to build effective working relationships with internal and external stakeholders to work collaboratively to achieve objectives.	E
Able to use project management disciplines to lead or contribute to project work.	D

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.