

JOB DESCRIPTION

Manager Strategy and Risk

Post Ref	2.1.4.1 & 2.1.4.2
Reporting To	2.1.4 Senior Manager Risk
Pay Band	SEO
Line Management	NA
Budget Management	NA

Job Purpose

Manage the development, implementation, maintenance and evaluation of Ofqual's risk framework.

Key Accountabilities:

- To manage the development and maintenance of risk indicators to support the entity risk and qualification portfolio components of Ofqual's risk framework. This will include assessment of the overall risk arising from the portfolio of qualifications offered by each awarding organisation.
- To manage the development and maintenance of risk indicators to support the qualification life cycle component of Ofqual's risk framework, this will include an assessment of the risks to validity across the life cycle of qualifications.
- Develop and implement approaches by which the intelligence gathered through the overall risk framework can be disseminated across the organisation to drive regulatory priorities.
- Act as the business lead for ensuring that Ofqual's IT systems support the delivery of the risk framework.
- Lead on the identification of external data sources and intelligence to support the risk framework and embed into the framework as required.
- Represent the Strategic Policy & Risk function on multi-disciplinary teams as required.
- Engage with other regulators to develop best practice on approaches to risk and lead on the evolution of Ofqual's risk framework as appropriate.
- Work with specialist colleagues in the Strategic Policy & Risk function and wider directorate to include economic, market and financial risk factors into the overall risk framework.

- Be ambassador for Ofqual's regulatory strategy and risk and outcomes based regulatory approach.
- Lead on and implement best practice approach to the management of risk including corporate risk across the organisation.
- Develop and implement measures to evaluate the impact of Ofqual's regulatory strategy.

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.
- 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 (eg 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 identifying and managing risk in a complex context.	E
Experience of delivering priority work within strict timelines.	E
Experience of leading multi-disciplinary work to achieve objectives.	E
Experience of working in a regulatory environment gained either at a regulator or a regulated organisation.	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Able to develop effective tools and approaches to risk based regulation.	E
Excellent written and oral communication skills, and the ability to communicate complex and technical information with clarity.	E
Able to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	E
Ability to use appropriate IT applications effectively (including Outlook, SharePoint, Word, PowerPoint and Excel).	E
Strong ability to work flexibly, managing changing and competing priorities.	E
Able to use evidence and judgement to solve problems, test options and create new approaches.	E
Able to challenge and influence others, to contribute professional and technical expertise to effective decision making.	E
Ability to understand an organisation's context and shape work to contribute to the organisation's priorities.	D
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 risk management.	E
Understanding of the education system, qualifications and assessment, political and policy context.	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.