

JOB DESCRIPTION

Manager Regulation Development and Impact

Post Ref	3.3.1.1
Reporting To	3.3.1 Senior Manager, Regulation Development & Impact
Pay Band	SEO
Line Management	NA
Budget Management	NA

Job Purpose

To provide expertise in Ofqual’s regulatory framework and its application to deliver our policy intention and to assist with the work on better regulation.

Key Accountabilities:

- Maintain the regulatory framework to ensure it is accurate and up to date and monitoring its effectiveness.
- Maintain a technical understanding of the regulatory framework and its application.
- Contribute to and influence the development and implementation of Ofqual’s regulatory position and policy through appropriate regulatory tools or processes.
- Lead on developing and implementing an approach to track policy initiatives and to evaluate their implications for the regulatory framework and how they support better regulation principles.
- Lead on tracking the changing approaches by awarding organisations to the development and delivery of qualifications, evaluate their impact on the regulatory framework and make recommendations for any changes.
- Draft consultation documents, analyse responses and make recommendations for decisions.
- Engagement with internal stakeholders to prepare briefings, reports, consultation documents and presentations that clearly articulate Ofqual’s regulatory position and policy in a way that is appropriate for the intended audience.

- Engagement with others to identify and analyse the impact of policy interventions and their implementation through the regulatory framework.
- Contribute to multi-disciplinary working and sharing of information across Ofqual to support effective decision making and integrated regulation.
- Lead on project and programme management to support the delivery of key initiatives.
- Maintain a technical understanding of better regulation including BIT and Growth Duty and its application.
- Support the better regulation requirements by drafting reports, assessments and other documentation when required.

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 developing, articulating, or implementing complex policy	E
Experience of delivering priority work within strict timelines	E
Experience of leading multi-disciplinary work to achieve objectives	D
Experience of working in a regulatory environment gained either at a regulator or in a regulated environment	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
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
Ability to understand an organisation's context and shape work to contribute to the organisation's priorities.	E
Able to challenge and influence others, to contribute professional and technical expertise to effective decision making.	E

Able to use project management disciplines to lead or contribute to project work.	D
Ability to use appropriate IT applications effectively (including Outlook, SharePoint, Word, PowerPoint and Excel).	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
Understanding the role of a regulator and approaches to regulation	D
Understanding policy development and implementation	D
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.