

JOB DESCRIPTION

Manager Strategy and Risk

Post Ref	2.1.2
Reporting To	2.1 Associate Director Strategic Policy & Risk
Pay Band	SEO
Line Management	None
Budget Management	None

Job Purpose

Inform the development of Ofqual's strategy and plans through analysis of the regulated market, risk management and development of regulatory strategy.

Key Accountabilities:

1. Manage reporting on progress against Corporate and Business Plan commitments to Board and Executive Team.
2. Support management of risks within Directorates and Strategically, and contribute to regular risk reporting to the Ofqual Board and Executive Team.
3. Track changes and developments in education, training and qualifications to contribute to strategy development and risk management.
4. Lead work to assess academic approaches to regulation and translate these into practical recommendations on how to improve Ofqual's regulatory approach.
5. Engage with other regulators and analyse their approaches to identify and develop good practice and make proposals to incorporate learning into our work.
6. Contribute to the development of and maintenance of Ofqual's overall risk framework.
7. Communicate Ofqual's strategy, approach to risk, and promote understanding of the market.
8. Undertake analysis of the market, awarding organisations or qualifications to contribute to regular risk and market reports.
9. Represent the Strategic Policy & Risk function on project teams to achieve corporate priorities.
10. Work with the business to ensure the efficient and effective completion of the business and corporate planning process.
11. Contribute to the evaluation and improvement 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 delivering work within strict timelines.	E
Experience of leading cross-team work to achieve objectives.	E
<p>Applicants must be able to demonstrate experience of ONE or more of the following:</p> <ul style="list-style-type: none"> • Experience of working in a regulatory environment gained either at a regulator or a regulated organisation; • Experience of identifying and managing risk in a complex context; • Experience of data / market analysis; • Experience of corporate performance management / strategy development 	Essential to demonstrate at least one

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Excellent written and oral communication skills, and the ability to communicate complex information, succinctly, accurately and with clarity.	E
Able to build effective working relationships with internal stakeholders including at senior levels, to work collaboratively to achieve objectives, and to bring appropriate, effective challenge.	E
Strong ability to work flexibly, managing changing and competing priorities.	E
Excellent critical thinking and analytical skills to quickly understand complex information.	E
Able to use evidence and judgement to solve problems, test options and create new approaches.	E
Ability to use appropriate IT applications effectively (including Outlook, Word, PowerPoint and Excel).	E

Ability to think strategically, understand an organisation's priorities and context.	D
Able to undertake quantitative data analysis using tools such as Excel and PowerBI.	D
Able to use project management disciplines to lead or contribute to project work.	D
Able to identify and manage risks using recognised methodologies.	D

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
Applicants must be able to demonstrate knowledge of ONE or more of the following areas: Understanding of risk management, and risk management theory. Understanding of regulation and regulatory theory Understanding of markets and/or financial analysis Understanding of corporate performance management and/or strategy	Essential to demonstrate at least one
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.