

**Now is the time to
come help us shape the
future of qualifications
in England**

*Associate Director HR, L&D and
Facilities*

12 month maternity cover

I'm glad you're interested in coming to work with us. It's quite likely you've not heard about us before, or know little about us, so I hope this pack gives you an insight into who we are; what we do and why; and how you might be able to contribute.

We're a small organisation - there's 200 people in our office in Coventry. But we punch above our weight. We regulate over 18,000 qualifications and each year we oversee the award of more than 6 million GCSEs, AS and A levels. Our work has a material impact on the lives of nearly every child in the country. It requires technical expertise, and an astute awareness of the wider education and training system.

You'll understand then that our people are central. I'm proud to work with exceptional colleagues across the organisation that bring a wealth of experience, intellect and understanding of our context. However, attracting, maintaining and developing our intellectual capital is always our top priority. Every day our HR and learning development team support managers across the business to deliver our objectives and prepare for what's to come.

So whilst this post is an interim maternity cover, this is in no way a caretaker role. We continue to implement the biggest reform of GCSEs, AS and A levels in a generation, and the government's vocational and technical reforms continue at pace. I'm looking for an Associate Director for HR, learning and development and facilities that will continue to lead the way forward on all fronts so that we remain an organisation equipped and capable for all we need to do.

Hopefully this pack answers the questions you may have. Do get in touch if not. If we look like the kind of challenge you're after – then I look forward to hearing from you. I can promise you it will be challenging, engaging and rewarding!

Marc Baker,
Chief Operating Officer



Ofqual – what we do, why it matters

■ About us

Most of us will have memories of taking exams as part of our school career. Qualifications – taken in schools, colleges, training centres, the workplace – play a key role, not just in our education system but also in our economy too. For members of society they open doors to new opportunities. For employers, they help to inform recruitment and in developing their people.

In total, we regulate approximately 18,000 qualifications – each with a specific purpose, designed to meet a particular need. That includes well known qualifications like GCSEs and A levels; niche qualifications that are industry critical; and then leisure qualifications that recognise accomplishment for thousands of people each year in just about every field you can imagine.

Our job is to oversee the 150 organisations that provide those qualifications. We're tasked directly by Parliament to do that job – in particular to maintain standards, and promote public confidence in qualifications, wherever they are designed to be used.

In fulfilling our role, we keep our eyes open to the impact of qualifications on education and training. We are at our best when we consider deeply the impact of how a qualification works on learners, teachers, lecturers, trainers and many other stakeholders across the system.

■ How we do it

When we were established in 2010 we were given significant regulatory powers to enable us to achieve the objectives set for us. We can set requirements of those we regulate that they are legally obliged to fulfil. We have the ability to flex those rules to meet changing circumstances. We test and make expert judgements about compliance with our rules – and then take action to address any issues we find.

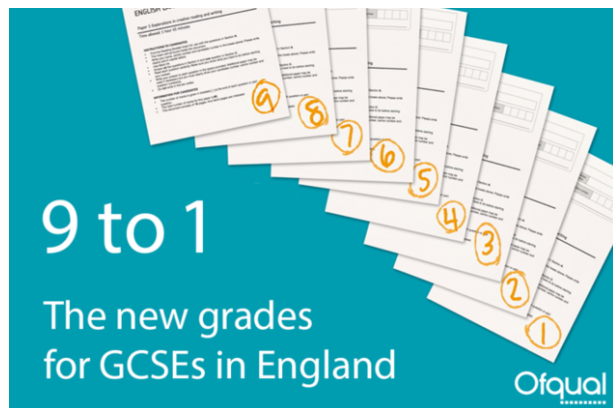
It's in everyone's interests that standards are maintained and qualifications are relevant. Therefore we work hard to make our expectations clear. This includes an annual programme of world-class research to keep us on the cutting-edge, and to help the whole system improve.

Each year, there is far more that we could do than our resources would allow. That means that we continually monitor the greatest threats to the validity of and public confidence in qualifications, assessing their risk and prioritising our actions accordingly.

Our Corporate Services are key to enabling all that we need to achieve. Our information management systems are cutting edge, and we have a strong track record of investing in the learning and development of our people.

Why come work for us

- What we do has national impact on education and training, affecting the lives of nearly every child in England and hundreds of thousands of adults.
 - A unique, independent role in the qualifications system with an obligation to Parliament to ensure maintenance of standards and promotion of public confidence.
 - Our work is high profile and often featured in the national media.
 - Experienced colleagues, including leading experts in their field.
 - The opportunity to work with people across many professional disciplines in a small organisation of approximately 200 people, in one location.
- Competitive salary and excellent pension benefits.
 - Generous 30 day annual leave allowance, plus 8 bank holidays and an additional 2.5 privilege days per year.
 - Professional, flexible working environment – with formal flexible working arrangements possible on completion of probation.
 - Bike to work scheme, onsite bike locker and showers.
 - Onsite parking subject to availability, and walking distance to Canley train station.
 - Commitment to talent development and seeing our people grow and advance in their careers.



Key Corporate Information

- Corporate Plan 2017-20:

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/633421/Ofqual-17-6174-Corporate_Plan_2017-20-27.07.17.pdf

- People Survey 2016:

- <https://www.gov.uk/government/publications/ofqual-civil-service-people-survey-2016>

- Annual Report March 2017:

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/629792/HC_26_-_Ofqual_Annual_Report_and_Accounts_-_Web.pdf

- Our YouTube channel

- <https://www.youtube.com/user/ofqual/videos>

Associate Director HR L& D and Facilities

What you'll be doing

We are seeking an Associate Director for HR L&D and Facilities, to cover maternity leave for up to 12 months.

This role will report directly to the Chief Operating Officer and will be responsible for leading and inspiring the HR team to deliver the people strategy and drive continuous improvement to meet the future needs of the business, providing a flexible approach across all core services.

The Associate Director for HR will be accountable for ensuring the effective delivery of the Ofqual People Strategy including talent management, management and leadership development, HR Operations, Resourcing, Employee Engagement and HR Systems. Partnering closely with the Strategic Management Group to ensure there is alignment to the corporate vision now and in the future and a people plan that delivers business goals.

Operating at a Director/Head of Service level already you will demonstrate broad generalist HR skills, with a track record of developing and implementing HR initiatives to support the overall organisational strategy.

You will have strong senior stakeholder skills, able to lead and drive change programmes, develop HR teams and have personal drive, tenacity and be customer focussed. You'll have experience of working within a unionised environment and able to build strong relationships in a short period of time.

The role has a broad remit and offers a fantastic opportunity for someone who is looking for a genuine step into the Civil Service and who thrives when given accountability, autonomy, and responsibility.

Who we're looking for

You'll have broad generalist HR skills, with a demonstrable track record of developing and implementing HR initiatives to support the overall organisational strategy.

You will have extensive experience of working in a senior manager role, developing HR strategy, be able to evidence senior stakeholder management, leading and driving change programmes, and developing HR teams.

Leading by example, you will be able to work in a pressurised environment, demonstrating drive and ambition along with strong personable skills.

You will need to be able to integrate quickly in the business and the HR team in order to understand the complex needs of the organisation and deliver on key milestones.

It is essential that you are FCIPD OR MCIPD qualified, organised, and have the ability to work with senior stakeholders in a flexible manner driving strategy.

You must be available to start with us in mid November 2017.

Interviews will be held on 3 October 2017 (subject to change)

What do I do now?

- Applications are open now, and close at midnight on 18 September 2017.
- Send us your CV and a covering letter.
- If you've not applied for a Civil Service role before, or another competency based application process, it's important to look closely at the person specification. Make sure that you evidence how you met the essential criteria in your covering letter.
- You'll need to demonstrate how you meet each of the criteria on the person specification – particularly the 'essential' criteria. Your covering letter is your opportunity to demonstrate how you have either the knowledge, skills, or experience required.
- You don't need to write a lot, just enough to give us a good picture of who you are and how your background matches our specification.
- If you get shortlisted for interview, we'll ask you to complete some online assessment tests.



What Happens Next



Make your application

You can access the application form on our website.

Applications close 18th September at midnight.



Sifting

We'll look to see if you meet the essential criteria and shortlist for interview



Interview preparation

We'll ask you to complete **psychometric tests**



Interview

Interview dates:

3 October 2017 (subject to change)

Come join us at our offices in Coventry.

We'll ask you to complete a task on the day of the interview and present that back to us, followed by a competency interview.



Selection

Once we've completed all the interviews, we'll make a selection decision as quickly as possible and make an offer to the successful candidate

Contact details

- For more information contact us via Recruitment@ofqual.gov.uk