



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

*Manager Regulation  
Development and Impact &  
Manager Strategy and Risk*

Thanks for taking a look at this pack. You may know a lot about us – perhaps you work in an Awarding Organisation that we regulate, or you teach in an FE college; or maybe you've never even heard of us until now. Either way, I hope this information will fill in some gaps and help you decide whether Ofqual, and these specific roles, are right for you.

It's trite to say that our people are our most important asset. It's true to say that our work is intellectually demanding, stimulating, constantly changing and important. It's also true, then, that we need bright people, willing to get stuck into a range of difficult problems; to learn new things; and find ways to make the complex accessible. I'm proud to work with excellent colleagues who do that every day. And I'm always on the look out for others that can, and want, to work in that environment too.

The two roles outlined in this pack sit within the Strategy, Risk and Research directorate. The roles are distinct, and require different skill sets. However, both are central to achieving challenging work programmes both in well known qualifications like GCSEs and A levels, and in significant reforms to vocational and technical qualifications that are now underway.

Despite the demands of the work we do, our team is friendly, supportive and we really like working together – which is important!

If after reading this pack, we've not succeeded in answering your questions – do get in touch and we'll do our best to tell you what you need to know.

And now you've heard some more about us, I look forward to receiving your application and hearing some more about you...

***Michelle Meadows,***

*Deputy Chief Regulator & Executive Director Strategy, Risk and Research*



# 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 carefully the impact of how a qualification works for 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 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.

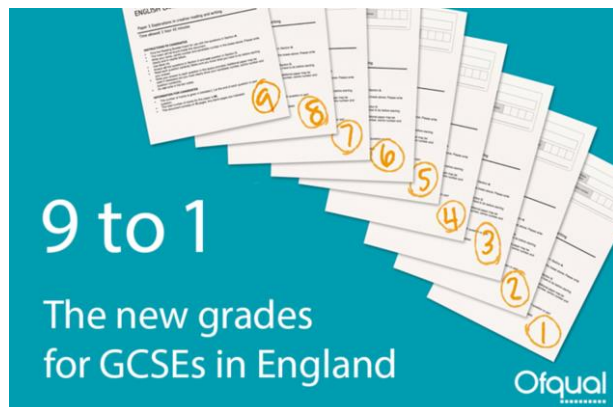
It's in everyone's interests that standards are maintained and qualifications are relevant. Therefore we work hard to make our expectations clear. We undertake an annual programme of world-class research that gives evidence and authority to our actions, and supports the whole system to improve.

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.

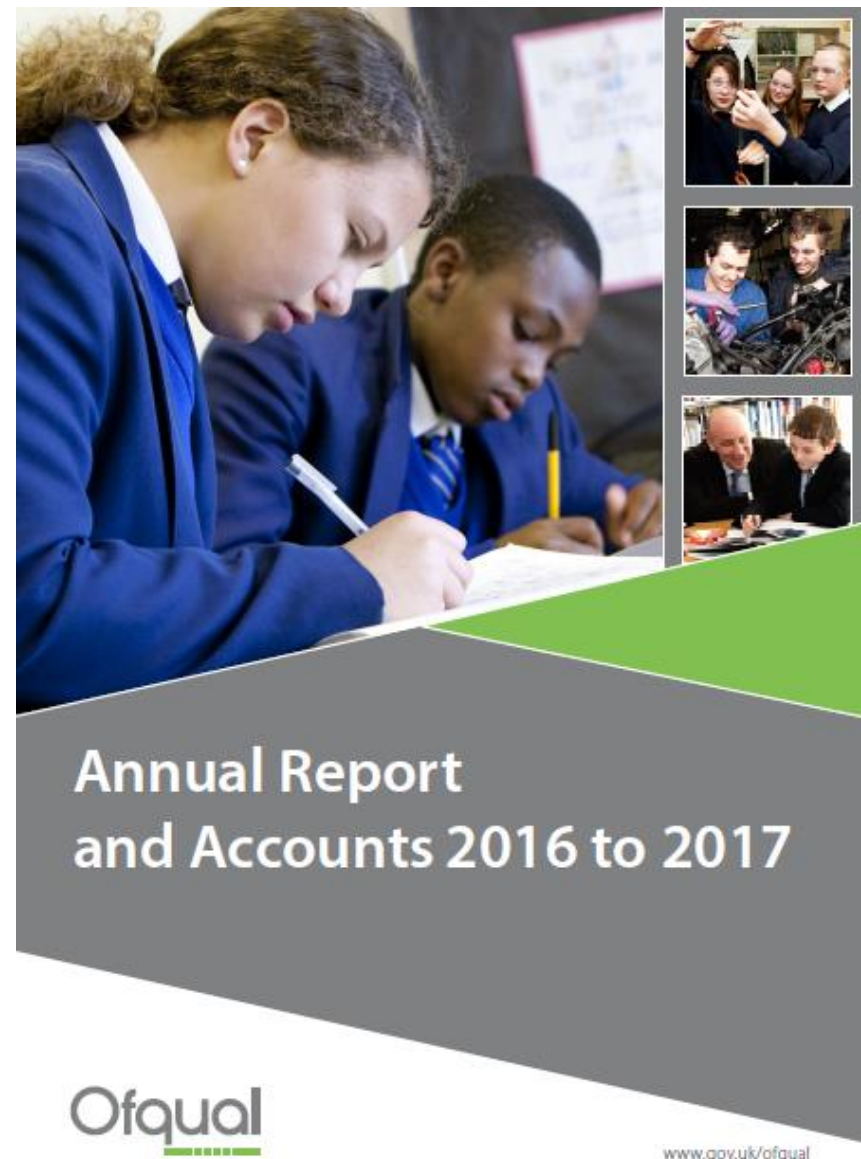
# Why work for us

- 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.
  - Eye care voucher scheme
  - Commitment to talent development and seeing our people grow and advance in their careers.



# Examples of our work

- 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/633421/Ofqual-17-6174-Corporate_Plan_2017-20-27.07.17.pdf)
- Regulatory Strategy Statement:
  - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/420231/2015-03-30-regulatory-strategy-statement.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/420231/2015-03-30-regulatory-strategy-statement.pdf)
- 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](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>
- A consultation document
  - <https://www.gov.uk/government/consultations/updating-our-rules-and-guidance-for-project-qualifications>
- Example of our rules (General Conditions of Recognition)
  - <https://www.gov.uk/government/publications/general-conditions-of-recognition>



# Manager Regulation Development and Impact

## ■ What you'll be doing

The team's main responsibilities are: maintaining our regulatory framework; measuring the impact of our regulation; and Better Regulation. We are looking for someone to help us with these, in this newly created role.

You'll mainly be working on maintaining our regulatory framework – ensuring our rules and guidance for awarding organisations are up to date, clear, and enable us to regulate effectively. You'll gain a detailed understanding of the framework and its application.

You'll be involved in writing a number of important documents ranging from internal briefs and reports, to external consultations, rules and guidance. These are technical and detailed areas of work and you'll need to work closely with others within the organisation to understand what is needed and why.

You will also have an opportunity to contribute across the team's work. You'll work with colleagues to track policy initiatives across the organisation and assess how these impact on those we regulate. You'll help us to understand what this means for the regulatory framework, and if our requirements are working effectively.

As required, you will also provide support on Better Regulation which includes the Business Impact Target and Growth Duty.

## ■ Who we're looking for

We're looking for someone with good critical thinking skills; a desire to learn; attention to detail and accuracy; good drafting skills; ability to challenge, and an ability to relate well to others.

You'll need to be able to get to grips quickly with detailed and often complex issues, to think clearly about them and work with others, within the team and elsewhere in the organisation, to get things done.

Whilst experience of qualifications or regulation is useful, we need you to be prepared to contribute to work in a wide range of areas that the team is involved in. You'll need to be flexible, organised and able to work to strict timescales.

# Manager Strategy and Risk

## ■ What you'll be doing

We're a small team with three functions – management of risk; financial & market analysis; and strategy & business planning. The team is united by a common goal of helping the organisation to work out what we should do, and why.

This is a new role, designed to work across all the strands of the team. On arrival, you'll be particularly involved in our work on business planning – helping directorates to establish clear, deliverable plans for the year ahead.

You'll be getting stuck into academic literature, good practice and the experience of other regulators to help keep us on the front-foot of leading regulatory theory and practice. You'll build networks with other regulators and, from time to time, attend events like the LSE Regulators' Forum. As you get to know us better – you'll then need to help translate that into our context.

You can expect to contribute to how we manage risk. This is not a bureaucratic tick box exercise! Our job is to make risk a valuable part of how we manage the organisation and keep on track. We measure our success not by the completion of a risk log, rather through the appetite of our colleagues to have us involved, engaged and helping them do their work.

## ■ Who we're looking for

More than specific experience in qualifications or regulation (though they're useful too) – we're really looking for someone with good critical thinking skills; a desire to learn; and an ability to relate well to others. You'll need to be able to pick new things up quickly, think clearly about them and work with others to get things done.

You'll need to be flexible and willing to hold a portfolio of potentially very different work. Often you'll be working closely with another member of the team, or someone else in the organisation. So your ability to collaborate, be organised, and work with others are all vital.

# What do I do now?

- Applications are open now – via <https://ofqual.blog.gov.uk/jobs/>
- **Application Closing Dates:**
  - **Manager Strategy & Risk:** 19<sup>th</sup> September at 22:00
  - **Manager Regulation Development & Impact:** 26<sup>th</sup> September at 22:00
- 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** when writing your application.
- You'll need to demonstrate how you meet **each of the criteria** on the person specification – particularly the 'essential' criteria. Your application form is your opportunity to demonstrate how you have the knowledge, skills, and 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**, and also **prepare a presentation** you'll give when you come for interview.





# What Happens Next



## Make your application

You can access the application form from the Ofqual Jobs Website

**Application Closing Dates:**

**Manager Strategy & Risk:**

**19<sup>th</sup> September at 22:00**

**Manager Regulation Development & Impact:**

**26<sup>th</sup> September at 22:00**



## Sifting

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



## Interview preparation

In preparation for interview, we'll ask you to prepare a presentation for us on:

***"What you think the three greatest challenges are to achieving excellent regulation."***

It's a chance to show how your mind works, your presentation skills and your research and analysis too.

We'll also ask you to complete **psychometric tests** in critical thinking and verbal reasoning



## Interview

Interviews will take place in our office in Coventry.

We'll ask you to make your pre-prepared presentation and then undergo a competency interview

**Interview Dates:**

**Manager Strategy & Risk:  
6<sup>th</sup> October**

**Manager Regulation Development & Impact:**

**19/20<sup>th</sup> October**



## 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](mailto:Recruitment@ofqual.gov.uk)