

## JOB DESCRIPTION

### Senior Officer Compliance

#### 12 Month Fixed Term Contract

<b>Post Ref</b>	5.1.1.1 – 5.1.6.4
<b>Reporting To</b>	5.1.1 – 5.1.6 Senior Manager Compliance
<b>Pay Band</b>	HEO
<b>Line Management</b>	NA
<b>Budget Management</b>	NA

#### Job Purpose

To support the GQ reform of qualifications project and provide a secure gate-keeping function so that only those qualifications which meet the regulatory requirements become regulated by following regulatory processes to reach evidence based recommendations.

Carry out audits and a range of other regulatory activities to assess Awarding Organisation compliance with Ofqual's regulatory requirements, and enable effective and rapid action to be taken to address non-compliance.

#### Key Accountabilities:

- Work on cases taking all actions necessary to achieve appropriate regulatory outcomes, regarding the reviewing of qualifications, assessing the subject expert evidence and liaising with policy colleagues as necessary. Making recommendations about whether or not Ofqual should accredit a qualification.
- Collect, assess and analyse evidence of Awarding Organisation performance against regulatory requirements, through a range of regulatory activity, to enable sound judgements, effective decision making and robust regulatory action.
- Carry out risk based and random audits of Awarding Organisations as set out in agreed annual audit plans.
- Use a range of regulatory tools to reach judgements according to agreed processes and operating procedures.

- Take part in teams delivering thematic audits, incident management and investigative audits in collaboration with colleagues across the organisation.
- Conduct compliance activity in a way that represents Ofqual as a robust, confident, professional and strong regulator.
- Present findings clearly and according to agreed standards, to enable effective communication and support effective regulatory decision making.
- Ensure accurate recording of interactions with Awarding Organisations to support effective knowledge sharing throughout the organisation and joined up regulation.
- Generate ideas and contribute to initiatives to support continuous improvement of processes and ways of working to maximise operational effectiveness and efficiency of regulatory activity.
- Contribute as necessary to effective entity risk management in line with Ofqual's risk framework.

### **Accountability for Corporate Responsibilities**

- Leading by example as a role model for Ofqual's values and professional standards.
- Assisting with the delivery of business and corporate plans for your area.
- 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 (e.g. 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 working collaboratively with others to achieve objectives.	E
Experience of delivering work within strict deadlines.	E
Experience of audit, investigation or other regulatory compliance work.	D
Experience of regulation, gained by working in a regulator or regulated environment.	D

### Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Strong ability to work flexibly to meet changing priorities for the team and the organisation; with effective time management skills to manage multiple competing priorities without compromise on the quality of outcomes	E
Able to systematically and objectively collect and analyse evidence to identify clearly and fairly potential areas of non-compliance against conditions.	E
Able to use evidence, analysis and initiative to solve problems and tackle issues.	D
Excellent report writing and oral communication skills and the ability to communicate clearly and effectively present to the audience evidenced based outcomes.	E
Able to challenge and influence others, to contribute to effective decision making.	E
Able to build effective working relationships with internal and external stakeholders to work collaboratively to achieve objectives.	E
Ability to understand Ofqual's strategic context and ensure that all work contributes to the organisation's priorities.	E
Ability to use appropriate IT applications effectively (including Outlook, SharePoint, Word, PowerPoint and Excel).	E
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 the education system.	D
Understanding of public law principles and/or regulatory frameworks.	D
Understanding of principles of audit.	D
Knowledge of good practice in qualification development.	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.**