

## JOB DESCRIPTION

### Associate Director, Strategic Policy and Risk

<b>Post Ref</b>	
<b>Reporting To</b>	Executive Director of Strategy, Risk & Research
<b>Pay Band</b>	Grade 6
<b>Line Management, Accountable For</b>	TBC
<b>Budget Management</b>	TBC

### Associate Director, Strategic Policy and Risk

#### Key Accountabilities

- Responsible for the development and implementation Ofqual’s regulatory strategy on behalf of the Executive Director for Strategy, Risk and Research.
- Champion, drive and enforce the principles of Ofqual’s regulatory strategy in its implementation into regulatory practice.
- Develop Ofqual’s risk framework to provide a single process for managing all dimensions of risk – systemic; entity; qualification and corporate.
- Promote and maintain a coherent understanding and management of risk.
- Ensure that Ofqual takes a risk-based approach to regulation of awarding organisations and qualifications.
- Identify, evaluate and manage systemic risk across awarding organisations and in the wider qualification system, on behalf of the organisation.
- Provide specialist advice and thought leadership to the Board, Executive Team and Multi-Disciplinary Teams on all matters related to economic and market impact of regulatory activity, including pricing, competition, Awarding Organisations financial stability.
- Work with the Standards and Research Chairs to provide thought leadership on the implementation of regulatory strategy.
- Provide foresight and strategic planning to inform the Chief Regulator in setting the direction of the organisation.

#### Accountability for Corporate Responsibilities

As a member of the leadership team you will be accountable for working with other members of the leadership team and Board to support the development of Ofqual into becoming a strategic, risk-based and evidence-based regulator of qualifications, examinations and assessments that are trusted by learners, users and the wider public.

## Accountabilities of the leadership team:

- Provide visionary leadership and promote an ethos of high performance and continuous improvement.
- Model expected behaviours in delivering to the values of the organisation.
- Demonstrate and promote effective team working within and between teams across the organisation.
- Develop the capability and talent of individuals, the team, directorate and organisation.
- Manage and develop team member performance.
- Be accountable for the preparation, monitoring and control of the team budget.
- Be accountable for the appropriate use of public funds, value for money and ensure expenditure is in line with financial plans and policies.
- Deliver service excellence to all internal and external stakeholders/customers.
- Be accountable for the development and the delivery of a strategically aligned annual plan to enable resources to be deployed efficiently and effectively.
- Be accountable for a proactive approach to risk management and adherence to governance protocols ensuring risks and issues are assessed, reported and, where appropriate, escalated.
- Be accountable for the achievement of the expected standards from the audit of all business processes and governance arrangements.
- Be accountable for personally adhering to all corporate policies and ensuring all members of staff also adhere to these policies, including policies relating to Finance, HR, Procurement, IT, Facilities, Health and Safety, Equalities and Diversity.

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 corporate strategy	E
Background in risk control and management in a complex risk environment	E
Experience of working in a senior manager role	E
Demonstrable track record in leading a business function that adds value to the organisation	E
A successful track record of working with internal stakeholders to embed a robust risk management approach	E

Skills and Abilities	
Criteria	Essential (E) or Desirable (D)
Strong ability to identify, map and manage risk across multiple dimensions	E
Is able to lead by example, inspire, motivate and develop staff at all levels, providing vision and strategic direction	E
A high level of analytical thinking, taking full account of wider strategic, policy and operational issues	E
Understands external and internal trends and changes and advise on appropriate strategic and operational responses	E
Strong ability to think and act strategically, including the articulation of clear organisation-wide strategy	E
Develops and maintains relations with senior colleagues to effect organisational outcomes, including the ability to challenge and hold others to account	E
Excellent oral and written communication skills with the ability to engage different audiences and convey complex information in an accessible way	E
Ability to work in a pressurised environment, maintaining a clear strategic overview of issues affecting an organisation	D
Ability to analyse, interpret and forecast the impact of regulation on the market and associated risks	E

Knowledge including qualifications	
Criteria	Essential (E) or Desirable (D)
Degree level or equivalent	E
Understanding of regulatory environments	D
Strong understanding of the impact of regulation on market conditions	E
Knowledge and understanding of the education sector	D