

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

*Associate Director, Legal
Moderation and Enforcement*

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 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 this specific role, is 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 lookout for others that can, and want, to work in that environment too.

The Legal Team, and therefore the role outlined in this pack, sits within the Strategy, Risk and Research directorate. It is 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.

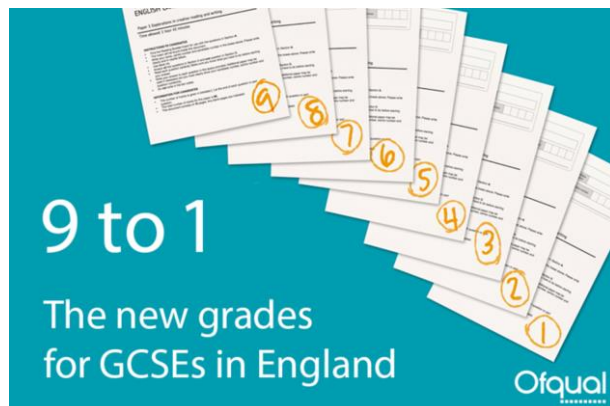
It's in everyone's interests that standards are maintained and qualifications are relevant. Therefore we work hard to make our expectations clear. We undertake an annual programme of world-class research that gives evidence and authority to our actions, and supports the whole system to improve.

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.

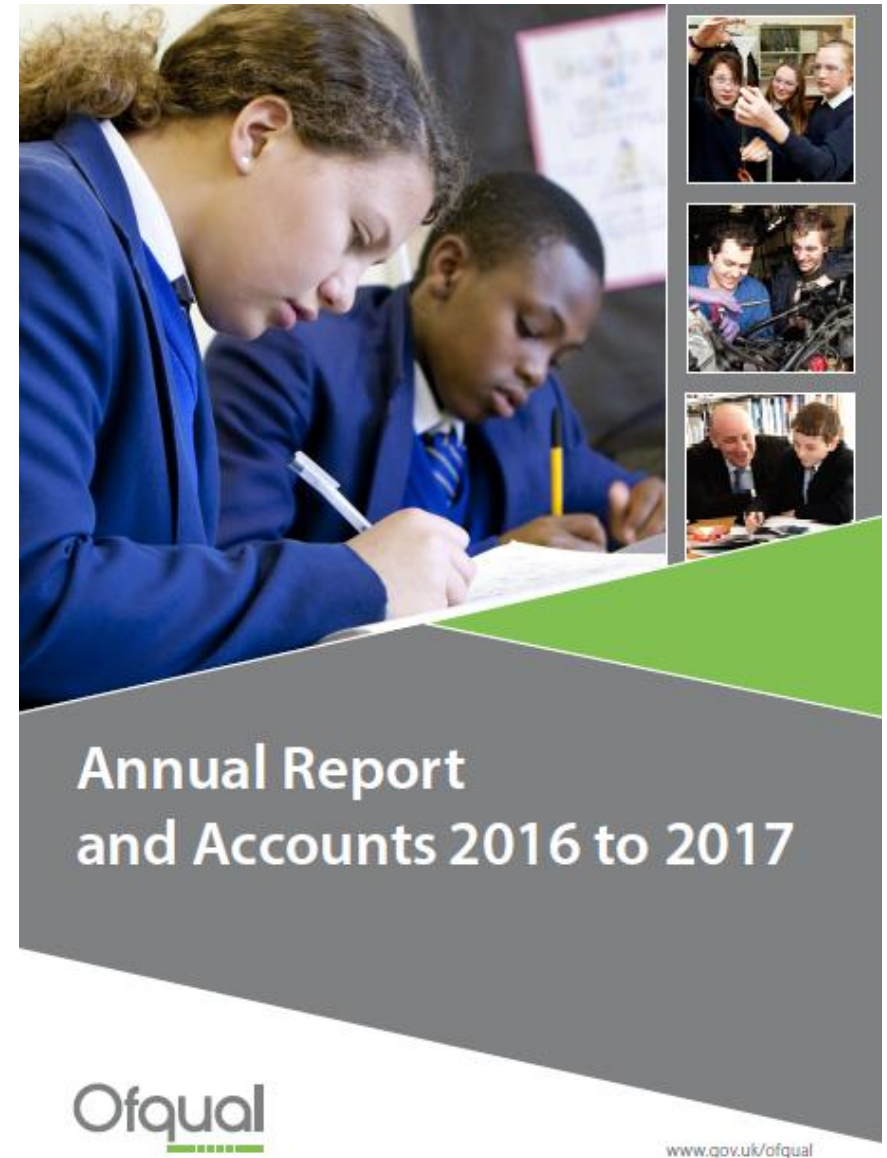
Why work for us

- 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
- Regulatory Strategy Statement:
 - 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>



ASSOCIATE DIRECTOR, LEGAL MODERATION AND IMPACT

■ What you'll be doing

Ofqual's lawyers undertake a broad range of work including advising on the development of and implementation of regulatory policy including assisting with the statutory consultation process and the drafting of rules and guidance, enabling secure regulatory enforcement actions including statutory directions and fines, supporting live investigations and audits and advising on a range of business activities including commercial and contract work and information compliance. The Associate Director will provide high quality strategic legal advice in complex enforcement cases, including advising our Enforcement Committee. You will work collaboratively with colleagues from across Ofqual, often as part of a multi-disciplinary team, to identify solutions to complex regulatory problems and ensure efficient and effective delivery to secure our strategic objectives.

The Associate Director will manage their own portfolio of complex cases, as well as overseeing the delivery of casework by internal and external lawyers. You will work closely with the Director of Enforcement to develop and deliver enforcement strategy and work collaboratively with other Associate Directors in the legal team and the Director of Legal on larger legal projects, particularly those which require input from multiple legal specialisms.

■ Who we're looking for

Our priority is to find lawyers who relish working in a dynamic environment. You must be flexible and innovative. You need to be approachable, adaptable and have excellent analytical and drafting skills.

You may already be a public, regulatory lawyer working in-house or in private practice or you may be a commercial or contentious lawyer looking to move into a broader role.

The role requires an influential lawyer who can effectively and efficiently advise at pace on issues that are subject to significant public scrutiny.

What do I do now?

- **Application Closing Date: 08 May 2018 @ 23.45pm**
- 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 may ask you to complete some **online assessment tests**, and we may also ask you to complete a task on the day of your interview if you are selected.



What Happens Next



Make your application

You can access the application form from the Ofqual Jobs Website

**Application Closing
Date: 08 May 2018 @
23.45pm**



Sifting

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



Interview

Interviews will take place in our office in Coventry.

The interview will be largely competency based.

We'll ask you to complete some online tests and there will be a task to complete on the day - there will be nothing to prepare for beforehand.



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