

## JOB DESCRIPTION

### Senior Manager (G7 Generic VQ & GQ Directorates)

<b>Post Ref</b>	Various
<b>Reporting To</b>	Relevant Director / Associate Director
<b>Pay Band</b>	G7
<b>Line Management, Accountable For</b>	Generic HEO and EO roles, as appropriate to specific role.
<b>Budget Management</b>	NA

#### Job Purpose

Playing a leading role in ensuring that the work of Ofqual secures qualifications that are fit for purpose and have the greatest overall benefit for users of qualifications, students and learners and the wider education and training system, by leading on strategic relationship management, developing policy and delivering on priority initiatives.

#### Key Accountabilities:

Lead, plan and implement initiatives to achieve Ofqual's strategic priorities. These may combine elements of the key accountabilities set out below on a flexible basis:

- Analysing stakeholders to ensure the effective management of stakeholder relationships to achieve Ofqual's regulatory outcomes.
- Preparing briefings, reports, consultation documents and presentations that clearly articulate Ofqual's regulatory position and policy in a way that is appropriate for the intended audience.
- Developing Ofqual's regulatory position and policy based on research and evidence, applying rigour and challenge to ensure that proposals are robust and strategically aligned.
- Developing and managing the implementation of Ofqual policy through appropriate regulatory tools or processes including, but not limited to, conditions, guidance, recognition, accreditation, audit and enforcement.
- Commissioning and analysing quantitative and qualitative research and information from various sources to enable effective decision making.

- Identifying, analysing and managing the impact of Ofqual's regulatory action on the wider education system.
- Evaluating the impact of policy, conditions and regulatory action to understand their contribution to achieving Ofqual's stated regulatory outcomes, and make recommendations for future action.
- Leading and contributing to multi-disciplinary working and sharing of information across Ofqual to support effective decision making and integrated regulation.
- Developing and maintaining appropriate relationships with Awarding Organisations to enable effective regulation.
- Developing processes and plans for regulatory activity to achieve strategic objectives and respond to incidents in a controlled and strategic manner.
- Identifying, analysing and managing risks, according to Ofqual's risk framework.
- Utilising project and programme management disciplines to support the delivery of key initiatives.

### **Corporate Accountabilities:**

- Leading by example as a role model for Ofqual's values and professional standards.
- Driving the delivery of business and corporate plans for your own areas of responsibility.
- 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.
- Driving continuous improvement within your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
- Managing delegated resources (eg 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)
<p><b><i>Must demonstrate experience of at least ONE of the following:</i></b></p> <p>Experience of planning and managing major business projects or systems <b>OR</b></p> <p>Experience of successful stakeholder management of senior external stakeholders <b>OR</b></p> <p>Experience of qualification design and / or delivery <b>OR</b></p> <p>Experience of developing and articulating complex policy <b>OR</b></p> <p>Experience of regulation, gained by working in a regulator or a regulated environment.</p>	E
Experience of delivering strategic priorities within strict timelines.	E
Experience of leading and shaping work with others from different professional backgrounds to achieve organisation priorities.	D

### Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Able to provide effective management of people and resources, and / or project team management to achieve complex or high priority objectives, and develop others personally and professionally.	E
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	E
Able to systematically analyse information and cut through complexity to bring clear, relevant and intelligible recommendations.	E
Able to apply judgement, creativity and flexibility to solve complex problems and generate new ideas.	E

Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.	E
Able to challenge and influence others, including more senior colleagues and stakeholders, to ensure that the right outcomes are achieved.	E
Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	E
Strong ability to understand and communicate strategy and work pro-actively to achieve strategic priorities.	D
Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.	D
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
<p><b><i>Must demonstrate knowledge of at least ONE of the following:</i></b></p> <p>Strong knowledge understanding of the education system political and policy context, particularly related to qualifications <b>OR</b></p> <p>Strong knowledge and understanding of relationship management strategies <b>OR</b></p> <p>Strong knowledge and understanding of stakeholder management <b>OR</b></p> <p>Strong knowledge and understanding of project management and business process methodologies <b>OR</b></p> <p>Strong knowledge and understanding of assessment theory and practice</p>	E
Understanding of the education system political and policy context, particularly related to qualifications.	D

Understanding of the role of a regulator and approaches to regulation.	D
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**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.**