

JOB DESCRIPTION

JOB TITLE: HEAD OF AWARDING RESEARCH AND DEVELOPMENT

Reporting to: Director of Awarding Services
Responsible for: Awarding Research and Development Team
Salary: £40k - £50k pa *according to ability and experience*

JOB PURPOSE

To be a member of senior management team within the Skills and Education Group.

To lead, direct, manage and implement an efficient and effective awarding research, development and review function within a secure and confidential environment.

To ensure the provision of high quality products, resources, assessment strategies, assessment approaches, appropriate funding and added value.

To maintain an understanding of the education marketplace to ensure that the existing and future product portfolio is meeting customer needs and achieving growth, reach and company values.

MAIN DUTIES AND RESPONSIBILITIES

- 1 Responsible for the leadership, management, planning and day to day supervision of the Team and its operations in accordance with agreed and required targets and deadlines.
- 2 Develop, review and implement a three year product strategy, linked to the strategic plan, ensuring that Team activities support and align to the product strategy.
- 3 Ensure that strategic review meetings are undertaken with external stakeholders to inform the product strategy and any remedial action required.
- 4 Foster effective working relationships and attend relevant meetings and training with appropriate organisations and disseminate information across the Team and Directorate.
- 5 Control, monitor and analyse the Team budget and Team expenditure, ensuring that specialist contracts are managed and negotiated effectively in order to achieve ambitions.
- 6 Recommend appropriate initial and amended product prices to ensure comparability in the market.
- 7 Ensure that the Team understand customer needs and external drivers in the education marketplace identifying risks and mitigation strategies as necessary.
- 8 Ensure that Team activities are effectively planned and that planning engages the appropriate cross group teams to support effective wider operational implementation and readiness.
- 9 Ensure that activities undertaken by the Team meet company standards, regulatory requirements, stakeholder requirements and funding requirements.

- 10 Ensure that policies, procedures and internal approaches are systematically reviewed and improvements implemented.
- 11 Ensure that funding agencies and other appropriate external agencies are liaised with to ensure that products are included in appropriate funding streams.
- 12 Ensure that the Team keeps other departments up to date with current product funding and market position and those requiring market penetration and market development.
- 13 Ensure that the Team gains and maintains support and endorsements for products from external stakeholders.
- 14 Ensure the Team identify and submit recommendations and business cases for review, re-development and development requests for products, resources and assessment tools in line with company requirements.
- 15 Ensure that the Team keeps information on internal and external facing systems up to date, appropriate and accurate.
- 16 Ensure that all outputs from the Team are of a consistent high quality.
- 17 Ensure the Team provide efficient and effective support to internal and external customers.
- 18 Provide support, advice and guidance to the Team in relation to their responsibilities, good practice, regulatory requirements and funding requirements.
- 19 Ensure that the skills, knowledge and abilities within the Team are maintained and developed.
- 20 Report monthly to the Director of Awarding Services in writing.

* Where appropriate products exclude QLS and with the exception of funding support exclude Access to HE Diplomas

The above duties are not exclusive or exhaustive and the postholder may be required to carry out such other appropriate duties as may be determined by the Director of Awarding Services.

The postholder will be expected to adopt a flexible approach to ensure the efficient and effective operation of the Company.

OTHER DUTIES

- 1 To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary, for the efficient execution of the role, with new legislation, procedures and methods.
- 4 To participate in the Company's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and

maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.

- 5 To uphold and promote the Company's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image on official Company business.

TERMS AND CONDITIONS

This post is subject to the terms and conditions determined by Skills and Education Group.

November 2018