PERSON SPECIFICATION

HEAD OF APPRENTICESHIPS AND PRODUCT DEVELOPMENT

	Essential/ Desirable
Qualifications	
• Educated to level 5 or able to demonstrate relevant equivalent professional experience	E
• Evidence of continuing professional development relevant to product development, apprenticeships, assessment, quality assurance, compliance, operations and leadership.	E
• Education to degree level	D
• Management or leadership professional qualification	D
• Assessment and/or Quality Assurance qualification	D
Knowledge and Experience	
• Significant experience in apprenticeship assessment, quality assurance and operational leadership.	E
• Strong understanding of apprenticeship assessment delivery.	E
• Proven experience within an awarding organisation, apprenticeship assessment organisation or other regulated education and skills environment.	E
• Proven experience of qualification, assessment or apprenticeship product development and delivery.	E
• Proven experience of leading change, transformation and service improvement programmes.	E
• Experience of working with employers, providers, centres, regulators and sector stakeholders.	E
• Experience of using operational and commercial data to inform decisions.	E
• Experience of budget management, commercial planning and KPI delivery.	E
• Experience of leading and developing high-performing teams.	E
• Proven experience of apprenticeship reform, occupational standards and government skills initiatives.	E
• Knowledge of education, skills, workforce development and employer-led learning.	E
• Understanding of commercial sustainability and pricing strategy.	E
• Knowledge of regulatory frameworks for qualifications and apprenticeship assessment.	E
Skills	
• Proven leadership, people management and team development skills.	E
• Ability to provide strategic direction while delivering operational performance.	E
• Strong project, programme and change management capability.	E
• Excellent stakeholder management, influencing and negotiation skills.	E
• Strong commercial, analytical and decision-making skills, with the ability to interpret data and performance information.	E
• Highly organised, self-aware and adaptable, with excellent communication skills and the ability to work both independently and collaboratively.	E

Personal Attributes	
• Leads by example and shows personal enthusiasm by explaining why things need doing	E
• Treats people fairly and respectfully	E
• Acts with professional integrity at all times	E
• Strategic thinker with strong commercial awareness	E
• Collaborative and inclusive leadership style	E
• Resilient, adaptable and solution-focused	E
• Committed to high standards of quality and seeks continuous improvement and innovation	E
• Ability to build credibility and trust across a wide stakeholder base	E
• An ability to work under pressure to tight deadlines	E
• An ability to develop and maintain strong, effective and professional working relationships	E
• Willingness to travel	E
• Flexibility in working hours when necessary	E
• Is committed to continuous self-development	E
• Flexible and receptive to change	E
• Commitment to Equality, Diversity, Inclusion and Safeguarding	E
• Creates opportunities to be innovative and think about things differently	E