

Company:	ATHE Ltd (Awards for Training & Higher Education)
Job Title:	Head of Qualifications
Job Type:	Permanent Full-time / 4-day per week part-time option
Salary:	c. £50,000 per annum based on experience (pro rata if part-time)
Reports to:	Chief Executive
Place of Work:	Norwich head office (other GB locations considered based on regular office working in Norwich on a fortnightly basis)

Role Purpose

- The role has leadership responsibility for the development, delivery and continuous improvement of a portfolio of high-quality qualifications that meet ATHE's strategic aims, customer and learner needs and regulatory requirements.
- The role has the requirement and opportunity to shape ATHE's Qualifications Development function in conjunction with the Board and CEO.
- This is a high-profile senior management role requiring regular engagement with other management colleagues to ensure that Qualifications Development (QD) is aligned and co-ordinated with Business Development and Quality & Assessment activities.

This means the post-holder will:

- Be an established senior manager with a firm base of experience leading a related function or business unit.
- Demonstrate sound qualifications development and product management skills with experience of successfully applying these in appropriate educational contexts.
- Bring strategic perspective and direction setting for ATHE's qualifications development and portfolio management.
- Hold personal accountability for ensuring all new and revised qualifications are fit for purpose and meet customer and regulatory demands.
- Have an understanding and experience of teaching, learning and assessment.
- Have strong interpersonal and communication skills to work with clients, understanding and interpreting their requirements and translating them into proposals for commissioning.
- Be collaborative with effective people skills both in line management of staff and managing a network of associates.

Principal Accountabilities

Qualifications Development

- Ensure all ATHE qualifications comply with the Conditions and other specific regulatory requirements.
- In conjunction with the CEO / Responsible Officer, engage with regulatory bodies on matters concerning the related Conditions.

- Review ATHE's portfolio of qualifications ensuring they are up to date and making recommendations for future developments, creating qualification development proposals.
- Drive forward qualification development opportunities endorsed by the CEO, in accordance with set timescales and regulatory Conditions.
- Review new prospects for qualification development presented by centres, assessing their strategic fit for ATHE and informing proposals for their development.
- Lead the development of units, specifications, assessments and related support materials for all ATHE qualifications.
- Work with Board, management and team colleagues in the appointment, induction and ongoing training of QD staff and associates.
- Contribute to writing units, specifications, assessment and support materials for ATHE qualifications as required.
- Ensure that all documentation relating to qualifications that is produced for centres is filed, accessible and remains fit for purpose.
- Attend qualification development/review related meetings with centres as required.
- Contribute to centre communications on planned, new and revised ATHE qualifications.
- Lead the development, implementation and continuous improvement of processes and policies relating to qualification development and review.

Senior Management

- Reports to the CEO and provides support commensurate with senior management responsibilities.
- Attend monthly management team meetings and any other internal and external meetings relevant to the role.
- Lead on the monthly reporting of performance for QD to the CEO, making recommendations for actions and improvements where appropriate.
- Lead on the annual Self-Evaluation process in respect of the Conditions relating to QD.
- Contribute to the review and development of policy documentation as commensurate with the role of a senior manager in the organisation.
- Contribute to the further development of ATHE ensuring service standards are maintained at a high level.
- Undertake any other duties appropriate to the role of Head of Qualifications as determined by the CEO.

Strategic Insight

- Provide evidenced-based strategic direction informed by experience for ATHE's QD function, offering and implementing innovative ideas and creative approaches.
- Keep abreast of relevant educational policy, regulatory developments and other AO qualifications and assessment activities, and translate this into context for ATHE.
- Inform the development of ATHE's strategy with policy updates and market intelligence.
- Prepare policy updates and communications tailored to stakeholder audiences.

Person Specification

Education and Training	Essential	Desirable
Educated to degree level or equivalent experience	✓	
Higher level qualification or evidence of further study	✓	
A teaching and/or assessment qualification		✓
Membership of a relevant educational and/or management professional body		✓
Relevant Experience		
Experience of developing vocational qualifications for a regulated awarding organisation	✓	
Experience of providing strategic leadership in qualifications development	✓	
Experience of management at a senior level for 4+ years	✓	
Experience of managing people and teams	✓	
Experience of planning and delivering teaching / training at the relevant level	✓	
Experience of working with quality systems and of delivering continuous improvement	✓	
Sound knowledge and practical understanding of the RQF	✓	
Sound knowledge and practical understanding of the role of regulators and implications for qualification development	✓	
Knowledge and understanding of UK education policy and sector developments	✓	
Knowledge and understanding of the education sector internationally and different market dynamics therein		✓
Skills / Qualities		
Excellent organisation and planning skills	✓	
Ability to lead, motivate and manage direct reports and associates, building strong working relationships at all levels	✓	
Excellent communication skills both written and oral	✓	
Flexibility with the ability to work independently and meet agreed deadlines	✓	
Ability to work effectively with centres offering ATHE qualifications and other key stakeholders including regulators, HEIs and employers	✓	
Demonstrate a strong commitment to high standards of quality and continuous improvement	✓	
Strong interpersonal and presentational skills with a proven track record of impact and influence	✓	
Commercially astute – able to set qualifications development in the context of financial performance	✓	

Strategically aware – able to understand the bigger picture and direct qualifications development plans therein	✓	
Analytical – high attention to detail; able to digest volumes of qualifications and policy data and contextualise for ATHE	✓	
IT literate – sound familiarity with MS Office suite	✓	
Creative – able to offer innovative ideas to enhance ATHE's qualifications portfolio	✓	
Openness to change and comfortable working in a fast-paced, fluid environment	✓	
Strong commitment to personal development	✓	