Job Title	Qualifications Manager
Job Location	Hybrid working role with a mix of office based and home working, with occasional travel within the UK as required.
Job Purpose	To ensure policy, products and services are valid and meet the requirements of Regulators and appropriate sector bodies.
Reporting to	The Operations Manager

Key Responsibilities

1. To ensure the currency of the organisations products and services including:
    a. Qualifications
    b. Units
    c. End Point Assessments
    d. Approved Courses
2. To consult with Technical Staff, Approved Centres, related external bodies, Trade Associations and
1. other stakeholders on qualification monitoring and review.
2. To consult and collaborate with colleagues to develop initial scoping and subsequent business cases for new qualifications, engaging with relevant stakeholders.
3. To ensure information related to qualification submissions is full and complete prior to submitting to the Regulatory Authorities.
4. To monitor and act on feedback on qualification content and structure.
5. To liaise with Regulatory Authorities on qualification submission and amendment activities.
6. To ensure any documentation required by Regulatory Authorities is provided as appropriate.
7. To liaise with relevant organisations on national occupational standards development and review
8. To ensure the organisation is aware of any Governmental and / or Regulatory policy changes and disseminate for action as appropriate.
9. To maintain an up-to-date understanding of the Awarding Environment, the roles of Regulatory Authorities, Sector and Funding bodies.
10. Any other responsibilities determined by the organisation to support its business

Person Specification

Essential Criteria

- Experience and knowledge of working within the qualifications, training and development environment and with a passion for people development
- Proven ability to communicate at all levels and an ability to foster and maintain successful working relationships with internal and external stakeholders
- Proven experience of working with sector representative organisations.
- Experience of working with Regulators and Government desirable but not essential
- Demonstrates high personal credibility – acts with integrity, delivers commitments consistently to a high standard, confident and positive
- Pro-active delivery focus with an ability to get things done
- Ability to present information effectively and contribute positively at both internal and external meetings

- Effective personal, written and oral communication skills - must be able to communicate confidently, effectively and professionally appropriate to the audience through all channels including phone, face to face, and technology eg e-mail, zoom, google meets and social media.
- Information Technology literate (Microsoft Office suite plus relevant CRM systems)

Competency	**Attributes**
Effective working	Ability to deal effectively with complex and non-standard issues as they arise. Prepared to raise difficult issues. Looks at issues from different angles.
Focus and Drive	Self-motivated with a pro-active approach. Encourages a climate of continuous improvement. Develops and encourages new ideas.
Working Together	Works co-operatively and flexibly with colleagues and stakeholders, building and sustaining effective working relationships. Works to develop win-win situations Influences and gains buy-in using well thought through arguments and initiatives.
Customer Focus	Builds our reputation as a body committed to meeting the needs of the industries it serves. Understands the differing needs of existing and potential customers and adapts accordingly.
Initiative	Innovative - looks for new ways to add value for stakeholders and the organisation. Generates opportunities and ideas which enhance business performance.