



EPA Manager In2Assessments Job Description



Job Title: End Point Assessment Manager

Reports to: Barry Kaufman-Hill

Location: Remote

Band: Text here

Salary: [REDACTED]

Department: Assessments

Job Purpose

To support Inspiring Learning in its application to becoming an End-Point Assessment provider for apprenticeships.

- Help to create policies and processes that fulfil the needs of various apprenticeship governing bodies and organisations, specifically Ofqual and ESFA
- On recognition, represent the organisation as a senior officer on the Governing Committee and manage the EPA process through a team of assessors.

Key role responsibilities and accountabilities

Subtitle:

- Understand government apprenticeships and develop related policies to help shape Inspiring Learning's strategic direction towards assessments.
- Provide a level of planning and direction and management during the development, implementation and delivery stages that provides a quality service and excellent delivery performance.
- Develop and maintain strong and effective working relationships with key stakeholders including, employers, training providers and Ofqual.
- Work with the Head of Assessments to build a sustainable income flow.
- Maintain records and report on compliance and regulatory requests.
- Manage risks and conflicts of interests in relation to setting up as an end point assessment organisation.
- Deliver operational performance in line with agreed financial targets.

After the application to become an end point assessment organisation is successful the role will then focus upon:

- Managing the delivery of excellent, credible and reputable end point assessment process, including:
 - Development and maintenance of assessment tools
 - Continual review and upkeep of guidance materials and policies
 - Set up and lead an internal quality assurance
 - The scheduling and organisation of end-point assessment activities
 - Recruit and maintain a sufficient bank of freelance assessors

- Look to improve and develop the services and the provision offered by Inspiring Learning Assessments

Typical knowledge, skills and experience

Subtitle:

- Qualified in Internal verification and assessment process
- Experience of the administration of apprenticeship programmes, specifically involving the management of end point assessment.
- Able to communicate effectively and professionally with a range of individuals and organisations in writing and in person.
- Able to create and structure complex information and present in a clear and understandable manner
- Understand and analyse detailed financial information and contribute to realistic budget forecasts.
- Excellent attention to detail with the ability to critically evaluate complex information.

Behavioural competencies

Subtitle:

- Able to work effectively within a team. Providing supportive and developmental opportunities to colleagues to deliver success.
- Able to work with own initiative and with minimal direction
- Experience of leading a team, working towards the achievement of set targets and driving excellence.

This job description is not to be regarded as exclusive or exhaustive and does not form part of the roles contract terms. It is a summary of the Recruitment Coordinator function and responsibilities and, like all such documents, will be amended from time to time, in the light of the changing need of the Peoples Team. Prepared by The People Team December 2020.