



Head of In2Assessments Job Description



Job Title: Head of In2Assessments

Reports to: Director of In2action

Location: Field based

Band:

Salary: ██████████

Department: In2Assessments

Job Purpose

To develop and fully oversee a strong, stable and compliant End Point Assessment business. Providing a professional and industry leading service demonstrating Inspiring Learning’s ethos of ‘excellence in all areas’. Ensuring compliance with Ofqual and the ESFA conditions, making them the first choice end-point assessment for outdoor activity centre industry apprenticeships.

To fully support and exemplify the wider IL company purpose and values of – *‘Keep it Simple’; ‘Know your Stuff’; ‘Give it your all’; ‘Make it Fun’ and ‘Own it’*

Key role responsibilities and accountabilities

- To set up and gain national recognition of In2Assessments as an official end point assessment organization.
- Design and implement the EPA business strategy and promote the service through existing contacts and networking
- Lead, manage and develop the systems needed to support and control the compliance and quality of the service.
- Take the operational lead in developing, implementing and managing EPA processes to meet the needs of existing and prospective clients.
- To continuously innovate, enhance and develop sustainable, complaint, quality assurance systems to meet the changing needs of the business
- To ensure all systems and processes are fit for purpose, robust, tested and auditable and meet or exceed quality and compliance requirements
- Take the lead to ensure recognition with Ofqual by October 2022, act as the senior responsible officer for compliance with EFSA and Ofqual conditions, and manage the preparation and delivery of audits by the qualification regulator.
- Responsible for ensuring that any statements made to Ofqual are accurate, complete and comply with any undertakings/commitments made to the regulators
- To work closely with the Exec Director to report progress to the SLT and identify future areas of growth.
- Proactively work to generate interest in the service, finding suitable companies and apprentices to work with.
- Recruit and manage all staff required ensuring compliance with company and funding procedures. Produce contracts and service level agreements.
- Ensure that all staff are fully trained on EPA requirements (this will include designing training) and manage the review and appraisal process of assessors.
- Commission any IT resources to deliver and manage the EPA service
- Oversee the scheduling of end point assessment activities, from Gateway entry through to completion and certification (supported by admin staff)
- Ensure assessment locations are fit for purpose
- Represent the organisation as Quality Manager and deliver on standards across all qualifications offered
- Member of panel convened for appeals, complaints, malpractice and maladministration
- Responsible for the maintenance of the adverse effect, complaints, appeals, conflicts of interest and malpractice logs
- Work proactively to ensure all aspects of the operational business plan can be delivered.
- Once achieved, ensure registration is maintained and ongoing compliance to all funding rules and other mandatory requirements are met.
- Run assessor standardisation in association with the team
- Run assessment moderation
- To project manage the annual processes for self-assessment against regulatory requirements and to manage the production and submission of statements of compliance to the qualification's regulator Ofqual

- To hold and maintain a current working knowledge of data compliance legislation and to ensure that all data is managed in accordance with legal requirements and those of the company
- To hold and maintain a sound, up to date understanding of regulatory requirements and ensure that systems and processes support ongoing compliance
- Set budgets, sales targets, EPA prices and ensure value for money in association with the Finance Director and Director of In2action, managing all aspects of the budget and P&L for the EPA.
- Ensure company procedures are followed at all times.
- Set up and maintain the content of the website (supported by administrative staff)
- Writing bids and tenders
- Recruit/contract assessment tools developers and oversee the design work
- Work with internal and external stakeholders advocating quality and high standards in all we do.
- Develop excellent relationships with training providers, employers and other stakeholders to effectively market the services
- To ensure all aspects of recruitment and competence of individuals is kept up to date where needed.
- To communicate effectively with colleagues.
- Responsible for the review and amendments of policies
- To understand and comply with the Company's safeguarding policy, advising and sharing with any other team members where required.
- Attend and represent the company at workshops and events
- Flexible attitude to work hours making sure that all operational requirements are met.

Typical knowledge, skills and experience

- Technical knowledge of EPAO requirements.
- Experience in leading and managing.
- Willingness to learn new skills
- Relevant assessor qualification and professional recognition.
- Computer literate
- Awareness of the main requirements of funding compliance and good practice relevant to the service.
- Flexible attitude to working hours
- Driving license
- Understanding wider industry topics.

Behavioural competencies

Honesty and Transparency

Asks for feedback from the Organisation on how to improve. Meets the needs of internal customers, by supporting and engaging when required. Takes personal responsibility for correcting problems and demonstrates good recovery from any complaints. Gives open and honest feedback at all levels even when it's difficult. Meets and exceeds internal customer expectations. Is open honest and transparent even when things go wrong.

Innovative & Adaptive

Challenges people to find ways of improving what is done. Asking those critical questions to challenge, 'How we do things'. Encourages and supports development of new processes and procedures. Works productively in a high pressure environment. Welcomes change in a positive light, supporting others to embrace new ways of working.

Leading & Collaborating

Initiates action and provides clear direction. Challenges inappropriate or ineffective behavior.

Works with subject experts to get the best possible solution. Takes responsibility for actions. Is self-confident and is seen as credible and a go to person by others. Welcomes new ideas and ensures everyone has a voice.

Developing Performance

Keeps own knowledge and skills up to date practicing continuing professional development. Delivers results through teams and people. Actively seeks to stretch capability and scope of responsibilities. Challenges and sets, 'Stretching' goals for their team, providing feedback on performance and behaviors. Addressing under performance at the first opportunity.

Communicating

Is sensitive to non-verbal cues, to other people's feelings and emotions, and responds with sensitivity. Communicates openly and freely with colleagues and teams to ensure that they can see the big picture. Successfully persuades and influences others. Presents information in a way that engages and motivates the audience. Is self-aware and changes style to suit the relevant audience.

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 November 2021.