

# Job Vacancy Information Pack

## Assessment Development Officer

Thank you for your interest in working at Open Awards. This pack should give you everything you need to know to apply for this role and what it means to work at Open Awards.

In this pack, you will find:

Our Values

Information about Open Awards

How to Apply

Job Description

Person Specification

If you would like an informal chat about this vacancy, you can contact Robin Jackson, head of Assessment Services, on [robin.jackson@openawards.org.uk](mailto:robin.jackson@openawards.org.uk)

# OPEN AWARDS

Our Mission, Visions and Values

## VISION

To Change Lives Through Learning



## MISSION

To Support Educational Achievement For All

## VALUES

Excellence  
Innovation  
Respect  
Aspiration



At Open Awards, our **learners' aspirations** are at the heart of what we do.

As a not-for-profit organisation and a registered charity, we are all passionate about our organisation's mission to **change lives through learning**.

This manifests in our flexibility and creativity when it comes to working with our providers and learners. We know our providers want to support their learners to **achieve the very best outcomes** and, as a small team, we pride ourselves on having the **flexibility, knowledge** and **passion** to react quickly and intelligently to individual **learners' and employers' needs**.

**Open Awards seeks to:**

- improve education and training opportunities for learners;
- ensure flexibility of learning opportunities;
- provide progression opportunities; and
- provide and enhance equality of opportunity in all aspects of the learning environment.

## Who are Open Awards?

We are an Awarding Organisation approved by Ofqual and an Access Validating Agency approved by the Quality Assurance Agency for Higher Education (QAA). We provide Ofqual regulated qualifications and units across a range of sectors, QAA Access to Higher Education Diplomas and also offer bespoke quality endorsed units and flexible learning solutions. We also support the delivery of traineeships, apprenticeships and supported internships and are an end-point assessment organisation approved by Education and Skills Funding Agency (ESFA). Our qualifications and units are used across a range of education settings including Further Education, schools, sixth-form colleges, prisons, private training providers and third sector organisations.

To explore what we offer further, watch our short video below.



## Open Awards Services

Open Awards offers a high-quality accreditation and certification service for education and training. We are committed to offering:

- Value for money, including reasonable recognition and certification charges and a not-for-profit ethos.
- Contact with knowledgeable and responsive staff, who have curriculum expertise and offer detailed professional support.
- Access to a network of education and training organisations.
- An efficient administrative and certification service, with clear service standards.
- A commitment to promoting wider access to learning, equality of opportunity and recognition of achievement.
- Access to a comprehensive range of services, support workshops and training.

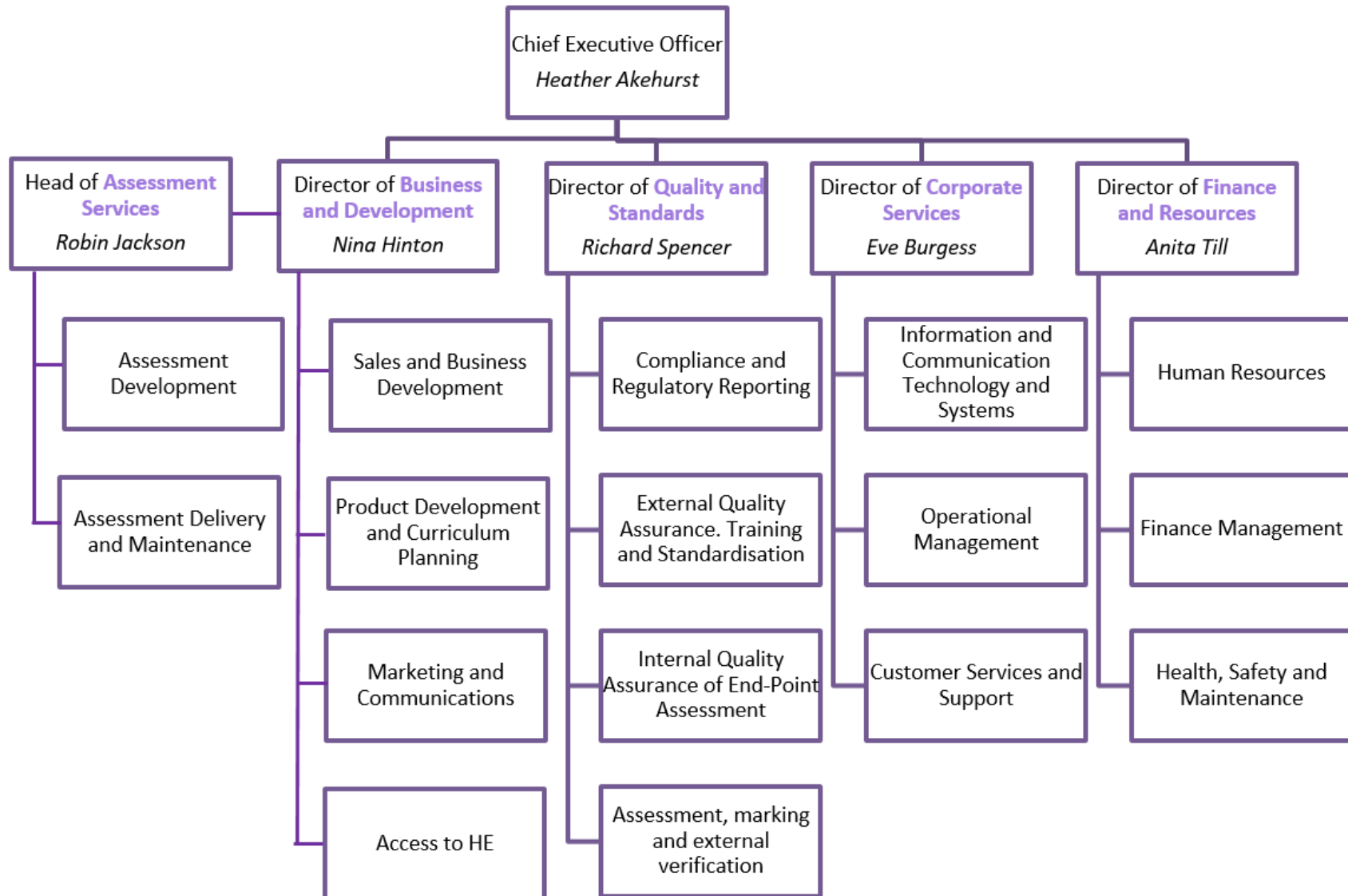
In particular Open Awards offers access to:

- Full advice and support for Open Awards accreditation, units and qualifications.
- A bank of approved units of achievement and qualifications.
- Staff development activities and curriculum forums to support networking, good practice and collaboration, and a range of specific training activities.

## Meeting the Team

The role you are applying for is based within the Business and Development team.

We are a small organisation and encourage all teams to work together across the wider structure. As such you will be working, on a daily basis, with a wide range of colleagues across the team structure.



## How to Apply

To apply for this role, please complete the application form together with a supporting statement outlining how you meet the criteria for the post (max two sides A4).

Completed forms should be returned to:

Robin Jackson  
Open Awards  
Estuary Commerce Park,  
17 De Havilland Drive  
Speke  
Liverpool

Email application to:-  
robin.jackson@openawards.org.uk

The **closing date** for applications for the post is Friday 5<sup>th</sup> February. We may close the advert early if we get sufficient applicants.

## Equality and Diversity

Open Awards is committed to making the recruitment process as fair as it can be. We want our workforce to reflect the diverse customer and learner base we support and we continue to work to create an inclusive culture where everyone is valued for who they are and the contribution they make to our mission and vision.

Our recruitment, selection, and assessment process is based entirely on skills and competencies of the specific roles. We judge the application, not the person.

We are a disability confident employer; if you have a disability and your application meets the minimum criteria for the post, we guarantee you will be interviewed.



## Job Description

<b>TITLE OF POST:</b>	<b>Assessment Development Officer</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Assessment Services</b>
<b>SALARY:</b>	<b>£26,957 per annum</b>
<b>STATUS:</b>	<b>Full-time, permanent</b>

Please note, there are two posts within the Open Awards structure to cover development of assessments for the following products:

- Functional Skills Qualifications.
- Essential Digital Skills.
- End-Point Assessment.
- Multiple-choice assessments (e.g. compliance qualifications).

### **FUNCTION OF THE POST:**

- To support the development and maintenance of Open Awards controlled assessments, assessment strategies and assessment banks.
- To lead on the implementation of new external and controlled assessments, including training/ support for centres and Open Awards teams, guidance documents and supporting materials.
- To work with the wider Open Awards operational team to develop and implement processes to support the secure development, delivery, registration and award of Open Awards high-stake qualifications.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Assessment Development and Maintenance**

1. Support the recruitment and management of assessment writers, subject specialists and assessment leads:
  - Support the recruitment and contracting of writers and content reviewers, subject specialists and assessment leads.
  - Day-day coordination of writers, subject specialists and assessment leads.
2. Coordinate the development of new assessments:
  - Liaise with Assessment Services Manager, Product Development Manager and Director of Business and Development to ensure a suitable bank of assessment papers (including contingency papers) is maintained at all times to meet demand and in line with the approved assessment strategy.
  - Coordinate the formatting and proof-reading of assessments in preparation for scrutiny panels/ qualification paper evaluation committees (QPEC).
  - Organise and attend QPEC meetings and coordinate resulting actions.
  - Coordinate the creation of assessments on Open Awards' assessment platform, including liaising with the assessment platform provider and wider development/ IT teams.
  - Responsibility for version control and secure storage of live assessments, including communication of new or amended assessments across a range of internal and external stakeholders.

3. Support the maintenance of Open Awards assessment strategies:
  - Coordinate an annual review of agreed assessment strategies.
  - Keep up to date with Ofqual subject-level General Conditions of Recognition and communicate changes to the wider team as required.

### **External Assessment Operations and Procedures**

4. Ensure data relating to assessment development is up to date and accurate on Open Awards database and assessment platform:
  - Responsibility for the maintenance of accurate assessment records on the Open Awards' database and assessment platform.
  - Undertaking regular monitoring and audit activities in relation to assessment data.
  - Advise on database and assessment platform developments for high-stake qualifications and undertake system testing on any agreed changes.
5. Ensure the development of assessments are administered through efficient processes that comply with Ofqual and IfATE regulations and Open Awards' approved assessment strategy:
  - Coordinate the development and reviews of processes to underpin the development of high-stake qualifications.
  - Ensure processes map to regulatory requirements/ criteria as appropriate.
  - Identify and action improvements to processes to support Open Awards operational and business priorities.
  - Provide training and support to providers and colleagues with the implementation of new or changes to processes.
  - Work collaboratively with providers and Open Awards colleagues to address administration issues and ensure service standards are met.

### **Training and Support**

6. Provide support to the wider team as required with administration and dealing with general enquiries.
7. Provide documentation and guidance on the administration processes for Open Awards' external assessments.
8. Deliver training to providers, employers and colleagues.
9. Support the coordination of events, webinars and workshops.
10. Support the development of related marketing and promotional materials in liaison with the Development and Marketing team such as case studies and news articles.

### **General Responsibilities**

11. Manage own performance to ensure service standards are met.
12. Maintain up to date records of activities in Quartz database in accordance with policies and procedures.
13. Work with other members of the Open Awards team to coordinate activity.
14. Travel to and work from any site that the duties of the job may require.
15. Carry out any other duties as specified, from time to time by the Management Team.

16. Support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken.
17. It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Open Awards policies, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, Open Awards Health and Safety policy, and the Mission, Vision and Values of Open Awards.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Job Description – Revised January 2022



## Person Specification

Criteria	Knowledge and Skills	Essential/ desirable criteria
<b>Qualifications and Training</b>	1. Level 3 qualification or above. 2. Level 2 English qualification or above. 1. Level 2 Mathematics qualification or above.	Essential Essential Desirable
<b>Experience</b>	3. Experience of delivery or administration of an Ofqual-regulated qualification. 4. Experience of assessment development or delivery. 5. Experience of developing administrative policies and procedures. 6. Experience of using and interrogating databases. 7. Experience of developing and maintaining customer relationships. Experience of working in an adult educational environment.	Desirable  Essential Essential  Essential Essential  Desirable
<b>Skills/Abilities</b>	8. Ability to build strong relationships with customers and colleagues. 9. Ability to develop and implement processes that meet regulatory requirements. 10. Ability to discuss and make clear systems and processes to customers. 11. Strong organisational skills. 12. Ability to represent Open Awards in discussions with customers and other stakeholders. 13. Strong verbal and written communication skills. 14. Be self-motivated and use own initiative to meet agreed targets. 15. Ability to organise work on multiple accounts/tasks at once. 16. Ability to work as part of a team. 17. Ability to identify and solve problems and suggest solutions. 18. Keen eye for detail. 19. Be ICT literate using Microsoft Office and Outlook in a range of purposes.	Essential  Essential  Essential  Essential Essential  Essential  Essential Essential  Essential
<b>Commitment</b>	20. A commitment to Equality & Diversity. 21. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards. 22. Commitment to customer service	Essential Essential  Essential
<b>Other</b>	23. Be adaptable, flexible and open to change. 24. Flexible approach to travel at short notice and overnight stays. 25. Willingness to undertake staff development activities.	Essential Essential  Essential