

ROLE DESCRIPTION

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| TITLE OF POST: | Writer & Reviewer |
| STANDARD: | ST0805 Construction Equipment Maintenance Mechanic |
| RESPONSIBLE TO: | Head of Assessment Development |
| MONITORED BY: | Subject Lead |
| SALARY: | Payment will be based on a rate per assignment (reasonable travel and expenses paid in addition to agreed rate) |
| STATUS: | Contracted services (self-employed) |

FUNCTION OF THE POST:

- Provide a high quality independent assessment experience for apprentices and their employers.
- Develop assessment instruments and items in line with relevant Open Awards assessment strategies, guidance documents and supporting materials, ensuring high standards are maintained.
- Provide standard-specific technical advice and support to Open Awards to develop high quality assessment activities and minimise risk to assessment validity.
- Work with the wider Open Awards team to develop and promote the Open Awards' end-point assessment offer to all stakeholders.

MAIN DUTIES AND RESPONSIBILITIES:

Assessment Development

1. Develop and/ or review assessment items, instruments and associated guidance as required within defined timescales.
2. Maintain a thorough working knowledge of all Open Awards' end-point assessment development policies and procedures.
3. Maintain a thorough knowledge of relevant standard and assessment plan, ensuring requirements are met through assessment instruments and items developed.
4. Provide detailed feedback to support assessment development.
5. Comply with Open Awards' assessment processes and operational requirements, ensuring assessment documents are completed fully and accurately, and submitted in line with defined timescales.
6. Ensure developed assessments accommodate opportunities for reasonable adjustments where appropriate.
7. Maintain the confidentiality and security of draft and live assessment instruments and supporting documentation, ensuring these and/ or their contents are not shared or communicated to unauthorised parties.
8. Support the maintenance and review of Open Awards assessment strategy and instruments, providing feedback on technical aspects to ensure occupational currency.

Technical Advice and Support

9. Provide support to Open Awards as required to deal with technical enquiries in a timely manner.

10. Provide advice on potential improvements to assessment instruments and the assessment process and procedures.
11. Provide data and reports to Open Awards to support business and regulatory activities.
12. Support the development of related marketing and promotional materials in liaison with the Development and Marketing team such as content for case studies and news articles.
13. Attend and participate in standard specific and other training and standardisation activities associated with the role.
14. Adapt and revise assessment practice in line with agreed outcomes from standardisation activities.
15. Undertake and maintain standard specific continuous professional development (CPD) to ensure technical knowledge and skills are current and credible.
16. Provide evidence of CPD activities to Open Awards upon request.
17. Support the technical content of standard specific events, webinars and workshops.

Quality Assurance

18. Work collaboratively with Open Awards colleagues to address assessment and administration issues in a timely manner.
19. Report any suspected malpractice or maladministration concerns immediately to Open Awards.
20. Respond to requests for information or clarification in a timely manner.
21. Complete any personal actions/ improvement requirements resulting from quality assurance activities to the required standard within agreed timescales.

General Responsibilities

22. Inform Open Awards as soon as practicable of any change in circumstances that may result in an actual or potential conflict of interest, including in relation to the independence of end-point assessment.
23. Manage own performance to ensure service standards are met.
24. Provide Open Awards with any market intelligence relating to the standard and competitor offers.
25. Contribute to the continuous improvement of Open Awards end-point assessment service.
26. Support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken.

This role 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.

Role description reviewed – August 2022

Person Specification

TITLE OF POST: **Writer & Reviewer**

STANDARD: **ST0805 Construction Equipment Maintenance Mechanic**

| Criteria | Knowledge and Skills | Essential/ Desirable Criteria | Evidence source* |
|--|--|-------------------------------------|---------------------|
| Qualifications and Training | 1. Hold a formal assessor qualification (e.g., D32/33, A1, CAVA) or willing to work towards | Desirable | Q/C/R |
| Experience/ Knowledge | 1. Current or former experience as a mechanic on the equipment used within the construction and allied industries. Where experience was not recent e.g., within the last 5 years, CPD and updating of current maintenance and repair practices must have been undertaken | Essential | AF & I |
| | 2. Understand the standard and assessment plan | Essential | AF & I |
| | 3. Experience of assessing work-based competence | Desirable | AF |
| | 4. Experience of delivery or administration of an Ofqual-regulated qualification | Desirable | AF |
| | 5. Experience of working in an adult/further education environment | Desirable | AF & I |
| | 6. Experience of working remotely and contributing to video conferencing meetings | Desirable | I |
| Skills/ Abilities | 7. Ability to build strong relationships with customers and colleagues | Essential | AF & I |
| | 8. Ability to comply with processes that meet regulatory requirements | Essential | AF & I |
| | 9. Ability to discuss and make clear systems and processes to customers | Essential | AF & I |
| | 10. Strong organisational skills | Essential | AF & I |
| | 11. Ability to represent Open Awards in discussions with customers and other stakeholders | Essential | I |
| | 12. Strong verbal and written communication skills | Essential | AF & I |
| | 13. Be self-motivated and use own initiative to meet agreed targets | Essential | AF & I |
| | 14. Ability to organise work on multiple tasks at once | Essential | AF & I |
| | 15. Ability to work as part of a team | Essential | AF & I |
| | 16. Ability to identify and solve problems and suggest solutions | Essential | AF & I |
| | 17. Keen eye for detail | Essential | AF & I |
| | 18. Be ICT literate using Microsoft Office and Outlook in a range of purposes | Essential | AF & I |
| Commitment | 19. Commitment to Equality & Diversity | Essential | I |
| | 20. Commitment to customer service | Essential | AF & I |
| | 21. Commitment to attend training events and activities as required | Essential | I |
| | 22. Commitment to own Continuous Professional Development to maintain technical currency and credibility | Essential | AF & I |

| Criteria | Knowledge and Skills | Essential/ Desirable Criteria | Evidence source* |
|--------------|--|--|------------------------------------|
| Other | 23. Be independent of the apprentice, employer and training provider 24. Be adaptable, flexible and open to change. 25. Flexible approach to travel at short notice and overnight stays 26. Access to a laptop/ PC with a secure and reliable internet connection | Essential Essential Desirable Essential | I AF & I AF & I I |

* Evidence source/ method of assessment:

AF = Application form I = interview Q/C/R = Qualifications/ Certificates/ Professional registration

Person Specification reviewed – March 2022