

ROLE DESCRIPTION

TITLE OF POST:	Writer & Reviewer
STANDARD:	ST1427 Forestry Works Manager
RESPONSIBLE TO:	Head of Assessment Development
MONITORED BY:	Open Awards, Product Development Team
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:

- 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.

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. Adapt and revise assessment practice in line with agreed outcomes from standardisation activities.
12. Undertake and maintain standard specific continuous professional development (CPD) to ensure technical knowledge and skills are current and credible.
13. Provide evidence of CPD activities to Open Awards upon request.

General Responsibilities

14. 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.
15. Manage own performance to ensure service standards are met.
16. 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 – February 2024

Person Specification

TITLE OF POST: Writer & Reviewer

STANDARD: ST1427 Forestry Works Manager

Criteria	Knowledge and Skills	Essential/ Desirable Criteria	Evidence source*
Qualifications and Training	1. Hold an occupation relevant qualification at Level 4 or above	Essential	Q/C/R
	2. Hold a formal assessor qualification (e.g., D32/33, A1, CAVA) or willing to work towards	Desirable	Q/C/R
Experience/ Knowledge	3. Knowledge and understanding of Forestry Works Manager needs	Essential	AF & I
	4. Relevant experience of the occupation/sector gained in the last three years or significant experience of the occupation and sector	Essential	AF & I
	5. Understand the standard and assessment plan	Essential	AF & I
	6. Experience of assessing work-based competence	Desirable	AF
	7. Experience of delivery or administration of an Ofqual-regulated qualification	Desirable	AF
	8. Experience of working in an adult/further education environment	Desirable	AF & I
	9. Experience of working remotely and contributing to video conferencing meetings	Desirable	I
Skills/ Abilities	10. Ability to build strong relationships with customers and colleagues	Essential	AF & I
	11. Ability to comply with processes that meet regulatory requirements	Essential	AF & I
	12. Ability to discuss and make clear systems and processes to customers	Essential	AF & I
	13. Strong organisational skills	Essential	AF & I
	14. Ability to represent Open Awards in discussions with customers and other stakeholders	Essential	I
	15. Strong verbal and written communication skills	Essential	AF & I
	16. Be self-motivated and use own initiative to meet agreed targets	Essential	AF & I
	17. Ability to organise work on multiple tasks at once	Essential	AF & I
	18. Ability to work as part of a team	Essential	AF & I
	19. Ability to identify and solve problems and suggest solutions	Essential	AF & I
	20. Keen eye for detail	Essential	AF & I
	21. Be ICT literate using Microsoft Office and Outlook in a range of purposes	Essential	AF & I
Commitment	22. Commitment to Equality & Diversity	Essential	I
	23. Commitment to customer service	Essential	AF & I
	24. Commitment to attend training events and activities as required	Essential	I
	25. 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	26. Be independent of the apprentice, employer and training provider	Essential	I
	27. Be adaptable, flexible and open to change.	Essential	AF & I
	28. Flexible approach to travel at short notice and overnight stays	Desirable	AF & I
	29. Access to a laptop/ PC with a secure and reliable internet connection	Essential	I

* Evidence source/ method of assessment:

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

Person Specification reviewed – October 2024