

Qualification Development and Assessment Manager

Responsible to: Responsible Officer

The post holder is expected to:

- manage and develop our portfolio of qualifications and programmes
- oversee assessment and quality assurance processes
- promote continuous improvement across all Crossfields Institute approved centres
- contribute to the development of the Institute's vision and strategic plan

Main duties include:

Portfolio Management and Development:

1. To ensure all qualifications and programmes remain up to date and relevant
2. To coordinate the promotion of existing qualifications and programmes
3. To develop initiatives and evaluate enquiries for qualification development
4. To manage the development of qualifications and programmes processes as outlined in the Qualification Delivery Manual and suggest updates as needed
5. To recruit, train and manage Qualification Developers as needed
6. To liaise with professional bodies, consultants and outside bodies as required
7. To support launch arrangements for new and reviewed qualifications

Assessment and Quality Assurance

1. To develop and maintain our approach to Assessment and Quality Assurance in line with the Qualification Delivery Manual
2. To maintain and develop appropriate documentation to support our approaches to assessment and quality assurance
3. To contribute to review the Qualification Delivery Manual and other relevant documentation as necessary
4. To liaise with partner organisations and other regulatory bodies on quality assurance issues and disseminate as appropriate
5. To support the Responsible Officer in reporting to Ofqual and other processes which ensure our continued recognition as an AO

Centre Relations

1. To manage Centre Approval of all Crossfields Institute centres, supporting centres and other staff to successfully complete the process
2. To follow centre approval processes and procedures as outlined in the Qualification Delivery Manual, suggesting updates as needed
3. To disseminate lessons learned and best practice from Quality Assurance activities across all Crossfields Institute centres,
4. To maintain regular communication with centres including through organising Touchstone events and contributions to newsletters
5. To coordinate Assessment and Quality Assurance support and training for newly approved centres
6. To be oversee Assessment and Quality Assurance implementation and training for all Crossfields Institute centres

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the postholder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job. If, however a certain task proves to be unachievable job redesign will be given full consideration.