

ROLE DESCRIPTION – CIWM GROUP - WAMITAB

JOB TITLE		Quality Assurance Officer – Vocational Qualifications
ROLE LEVEL		Officer
PURPOSE OF ROLE		To provide quality assurance support to the Awarding Organisation’s Vocational Qualifications
ACCOUNTABLE TO		Qualifications Manager
ACCOUNTABLE FOR	<i>Functions:</i>	Quality Assurance of WAMITAB Centres Maintenance of WAMITAB Guidance for VQ Delivery Due Diligence for new WAMITAB Centres
	<i>Team:</i>	Qualifications
	<i>Budget:</i>	N/A
ROLE REQUIREMENTS		
	1.	Work collaboratively and inclusively, internally and externally to share knowledge and good practice, and to provide solutions.
	2.	Think proactively and innovate to develop services, policy and funding to add value.
	3.	Act professionally internally and externally, and encourage and support professional standards in the sector and deliver excellent customer service.
	4.	Take responsibility for the health, safety and welfare of yourself and others, and actively participate in, and comply with, all policies and instructions.
	5.	Undertake such other roles or work as may be specified by the WAMITAB Chief Executive Officer or Group Chief Executive Officer.
ROLE RESPONSIBILITIES		
	1.	Undertake tasks, requests or directions as may be specified by your Line Manager.
	2.	Co-operate, collaborate, share in and contribute to CIWM Group activities and endeavours.
	3.	Maintain the quality of qualifications delivery by the proactive quality assurance of WAMITAB Centres.
	4.	Support the identification and investigation of malpractice and maladministration.
	5.	Retain current working knowledge of best practice in the delivery of vocational qualifications, and develop guidance to support this across the Centre Network.
	6.	Contribute to the development of Assessors, IQA’s and EQA’s at regular standardisation and CPD events.

Quality Assurance Officer – Vocational Qualifications

Person Specification

We are looking for an individual able to share and promote WAMITAB’s quality and validity values, with a keen eye for detail. The right person will have excellent communication skills and be able to engage effectively at all levels. Training will be provided for niche knowledge areas.

With good team working and IT skills (in particular MS Office), they will also have an organised approach and the ability to work well under pressure.

Own car, driving licence and ability to travel nationally are essential.

Criteria	Essential
Skills and Knowledge	<ul style="list-style-type: none"> • Administrative experience • Good time management skills • Close attention to detail • Confidence in relating requirements to management level personnel and proactive approach to resolving any identified issues • Strong communication and interpersonal skills • Attention to detail and methodical approach to tasks • Ability to analyse data and intelligence information across a range of windows software • Knowledge of the educational regulatory requirements and frameworks operating in the UK. • Ability to identify problems and suggest viable solutions • Strong organisational skills and the ability to prioritise own workload
Experience	<ul style="list-style-type: none"> • Experience of work within a regulated environment • Experience of working in an education environment • Experience of using email, internet, word-processing, MS Office and spread sheet packages, accurately.
Competencies and Behaviours	<ul style="list-style-type: none"> • Ability to work accurately and efficiently • Ability to work effectively on own initiative and as part of a team • Flexible and always willing to assist others • Approachable – open minded and values diversity • Willingness to travel • Confident to communicate at all levels • High level of professional integrity