

Job Profile

Assessment Development Executive

Department	Energy & Utilities Skills Independent Assessment Service (EUIAS)
Location	Solihull
Reports to	Assessment Manager
Hours of work	Nominally 37 hours but operationally available to meet Company requirements.
Contract	Permanent
Constraints (travel/ base/ working patterns etc)	Office based with up to three days per week working from home.
Salary	£32-35k plus benefits
Date	November 2023

About us

Everyday over 68 million people in the UK rely on the energy and utility industries to provide services that are essential to the health, safety and prosperity of every person and business in the UK. Energy & Utility Skills are at the forefront of bringing industry leaders together to identify and address the skills challenges our sector faces.

The Energy & Utilities Skills Independent Assessment Service (EUIAS) is recognised by Ofqual and approved on the Apprentice Provider and Assessment Register. We have been delivering end-point assessments (EPA) for a range of technical and safety critical engineering apprenticeships to the energy and utilities sector, and more widely, since 2016.

An exciting time to join us, we are expanding our awarding activities to develop and deliver regulated and unregulated qualifications for the energy and utilities sector.

About the role

A great opportunity to get involved across our assessment and qualifications activities, you will play a key role in the development, review and maintenance of end-point assessments and supporting materials. You will also support the development of qualifications to ensure alignment with assessment plans and in monitoring and evaluating assessment outcomes.

You will contribute to qualifications reviews and the development of policies, procedures, processes and IT systems to ensure efficient working practices and comply with Ofqual's General Conditions of Recognition.

You will also work across the business in supporting the launch and ongoing promotion of our qualifications and in identifying new opportunities.

About you

To be successful in this role, you must be able to prioritise workloads, have a high attention to detail and experience of working in a busy team focused on delivering high levels of service to our customers.

You will be able to communicate effectively with a wide range of internal and external stakeholders, including subject matter experts, centres, employers and regulatory and funding organisations such as Ofqual and ESFA.

With experience of working within regulated assessment or qualifications, you will be able to demonstrate personal integrity and uphold our company values.

An understanding of the energy and utilities or adjacent sectors would be helpful to understand the safety critical nature of this work.

Key Responsibilities:

- Support and contribute to the development and maintenance of assessments, including
 - Multiple choice and open-response
 - Reviewing and editing
 - Review of item and paper performance
- Support and contribute to the development of qualification specifications and other support materials, to include
 - Alignment of specifications with assessment plans
 - Version control and website content
- Contribute to qualification reviews, carrying out quality and validity checks and contributing to internal audits
- Produce internal guidance documents to support the delivery of qualifications

- Project manage developments, working with other teams including marketing, sales, and subject matter experts to deliver projects on time and in line with sales and marketing launch plans
- Work with the marketing team to market new products, review and maintain website content
- Monitor and evaluate assessment outcomes
- Compile, analyse and report data on the demand for qualifications to support the development and evaluation of business cases for new qualifications
- Written and verbal contributions to management reports

Additional responsibilities

- Ensure compliance with Energy & Utility Skills data protection policies and processes.
- Take reasonable care of your own health and safety and that of others in the workplace.
- Continuous professional development; commitment to professional development, staying ahead of changing market needs and sharing best practice internally.

Job Holder Specification

Education/Knowledge Requirements	Essential	Desirable
Graduate or working at graduate level		✓
Knowledge of qualification and assessment development	✓	
Knowledge of Ofqual's General Conditions of Recognition	✓	
Understanding of the energy and utility industries		✓
Work Experience		
Demonstrable experience of working within regulated assessment or qualifications, preferably in an awarding organisation.	✓	
Experience of working in education and/or training		✓
Will have experience of engaging with and building relationships with diverse internal and external stakeholders		✓
Experience of developing and implementing effective reporting metrics, working to measure and exceed performance requirements		✓

Skills and Competencies		
Presenting and communicating information: able to speak and write clearly and succinctly, writes convincingly, responds quickly to audience needs and projects credibility	✓	
Delivering results and meeting customer expectations: focuses on customer needs, sets high quality standards, works in a systematic way and consistently achieves objectives set.	✓	
Planning & Organising: plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.	✓	
Analysing and Interpreting: Analyses numerical and verbal data and all other sources of information; breaks information into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; produces workable solutions.	✓	
Relating and Networking: able to establish good relationships with customers and colleagues; highly collaborative and able to build wide and effective networks and contacts internally and externally, relates well to people at all levels, manages conflict, listens and is self-aware	✓	
Integrity and professional objectivity: Upholds company ethics and values; demonstrates integrity.	✓	
Knowledge of and ability to use IT particularly Microsoft Office including Excel and Powerpoint.	✓	

Our Values

Together

We are stronger, collaborating internally and externally to deliver success as one high performance team.

Credible

As specialists, we are trusted to provide thought leadership, the skills voice for Industry and skills solutions for energy and utility industries.

Making A Positive Difference

A great place to work, we individually and collectively play a key role in shaping a greener world.