

Regulatory Reporting and Statistics Manager

Salary: £40,560.00 - £42,726.00 per annum (Grade 9)

Contract type: Full-time (36.5 hours per week), Permanent

WJEC is excited to be welcoming applications for the Regulatory Reporting and Statistics Manager role in the Research and Standards team.

The challenge

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

The postholder will coordinate and lead the accurate production and submission of scheduled and ad-hoc statistical outputs. They will develop and maintain effective relationships with regulators and proactively support research activities across the organisation.

About you

The successful individual will have experience of leading and coordinating responses and reports to regulators and/or stakeholders. They will have excellent interpersonal skills and the ability to collaborate with a range of stakeholders to ensure the delivery of outcomes to strict deadlines. Knowledge of the examinations awarding process and of the responsibilities of the different sections and units working within the examinations cycle would be highly desirable.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need.

At WJEC, we pride ourselves in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

If you would like to know more about the position or about working for WJEC, please contact HR@wjec.co.uk who would be more than happy to speak to you.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59; Monday 06 May 2024

Interviews are expected to take place on Tuesday 14 May 2024.

JOB DESCRIPTION

Job Title:	Regulatory Reporting and Statistics Manager
Department:	Directorate of Qualifications and Assessment Delivery
Section:	Research
Responsible to:	Head of Regulatory Reporting and Statistics
Grade:	9
Location:	Western Avenue, Cardiff
Main purpose of Job:	

The Regulatory Reporting and Statistics Manager coordinates and leads the accurate production and submission of scheduled and ad-hoc statistical outputs – including scheduled and unscheduled regulatory reports and examination results – reporting to the Head of Regulatory Reporting and Statistics and senior Research and Standards staff as necessary.

As an integral part of the Research & Standards team, the post-holder will also proactively support research activities across the organisation: coordinating research, collating and analysing data, to deliver the results to the requirements of our stakeholders, which include regulators, subject officers and technical/standards teams across awarding organisations.

Principal Duties and Responsibilities:

Preparation of statistical material for awarding and regulatory purposes

- Producing accurate statistical tables, reports and analyses required by regulatory bodies or for internal purposes.
- Leading and co-ordinating the correspondence, production, validation, provision and uploading of responses and reports to the regulators for all scheduled and where required, unscheduled requests.
- Leading and co-ordinating the Factual Accuracy checking of statistical tables produced by regulators for Official Statistics releases.
- Leading and co-ordinating consistent WJEC processes and documentation associated with scheduled regulatory reports, including the provision of audit trail forms and guidance notes.
- Represent WJEC, and the Research and Standards team, in external and internal meetings and discussions in matters relating to scheduled and unscheduled regulatory reporting, including Ofqual Data Forum Meetings for General Qualifications and Vocational Qualifications
- Facilitating positive working relationships between WJEC and regulators by managing and prioritising correspondence associated with scheduled regulatory reports in a timely manner.
- To produce, check and format statistical information from various sources.

Preparation of awarding outcome statistics

- To lead and coordinate the extraction of data and production of statistical tables for examinations, including:
 - tables for the WJEC and JCQ press releases (checking both releases for accuracy).

- To produce and check analyses of awarding outcomes, for reporting to regulators during the examination awarding periods.

Research and statistical analysis

- With guidance from senior Research & Standards managers (where appropriate), design and undertake research and statistical analysis projects – including data collection and analysis and report-writing – to inform a range of internal and external audiences, including (but not limited to) WJEC staff, advisory groups, other awarding bodies and regulators.

Internal and external enquiries

- To oversee the timely and effective triage within the Research shared mailbox to allocate requests to appropriate sub-folders.
- To manage specific sub-folders ('Enquiries' and 'Regulatory Reporting') so that requests and enquiries are appropriately prioritised and allocated to Research & Standards staff as required, and monitor the completion of these requests and enquiries, providing clear guidance, checking on progress and prompting when necessary to ensure enquiries are resolved by deadlines.
- To respond to enquiries, both internal and external, via email/telephone.
- To undertake data analysis using statistical software packages and/or Excel in response to these enquiries and produce tables and/or reports for the enquirer.
- To ensure all enquiries received are documented appropriately, including updating the Enquiries Library, Database and code sets as appropriate.

Award processing

- Support the awarding senior officer and the subject officer in the checking of awarding material and data at the close of award meetings.
- Agree and sign off awarding outcomes, with subject officers and Chairs of Examiners.

Line management

- Line-manage Research Officer/s, providing relevant training, supervision and support as appropriate.
- To manage all Research Officers & Senior Research Officers relating to: regulatory reporting analysis and production; enquiries received via the Research mailbox.

Other duties

- To carry out any other duties, commensurate with the level of the post, as determined by senior Research & Standards managers.

Person Specification

Job Title:	Regulatory Reporting and Statistics Manager
Department:	Directorate of Qualifications and Assessment Delivery

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- A high level of numeracy.
- Statistical competency.
- The ability to interpret and comment on numerical information.
- Research and report writing skills for internal/external requirements.
- Excellent IT skills are essential particularly in the use of Excel, Word and other Microsoft Office applications.
- Able to carry out work accurately and pay attention to detail.
- Sound organisational and administrative skills.
- Good communication skills, both oral and written, with an ability to handle enquiries tactfully and efficiently.
- Ability to organise, prioritise and complete a varied workload with minimal supervision and an ability to work calmly and carefully under pressure.
- Ability to use initiative – in particular a flexible approach to problem solving is required.
- Ability to use specialist statistical software.
- Project management skills.

Desirable

- Welsh language skills

Knowledge

Highly desirable

- A sound knowledge of the examinations awarding process and of the responsibilities of the different sections and units working within the examinations cycle.
- Sound working knowledge of software packages (specifically Microsoft Word and Excel).
- A working knowledge of statistical software, or a willingness and capability to develop such knowledge.

Desirable

- Knowledge of the stages of a research project.
- Knowledge of quantitative and qualitative research methods, and their applications.

Experience

Highly desirable

- Experience of preparing and processing data and producing the results in an appropriate format.

Desirable

- Experience of report writing.
- Experience of designing conducting research projects.

Training / Qualifications

Desirable

- Honours degree or equivalent.
- Qualification(s) demonstrating a high level of numeracy or statistical competency.
- Qualifications demonstrating research skills.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Rheolwr Adrodd Rheoleiddiol ac Ystadegau / Regulatory Reporting & Statistics Manager		
Cyflog / Salary:	£40,560.00 - £42,726.00 y flwyddyn / per annum	Gradd / Grade:	9
Gwyliau Blynnyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays. Pro rata.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:	Contract Type:		
<input checked="" type="checkbox"/> Llawn amser / Full Time			
<input type="checkbox"/> Rhan amser / Part Time	Nifer yr oriau'r wythnos / No. of hrs per week	36.5	
<input type="checkbox"/> Llawn amser Tymor Cyfyngedig / Full Time Limited Term	Diwedd y Tymor / End of Term		
<input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term	Diwedd y Tymor / End of Term	/ /	
	Nifer yr oriau'r wythnos / No. of hrs per week		
Dull Ymgeisio:	Method of Application:		
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn dydd Llun, 06 Mai 2024 . Disgwylir cynnal y cyfweiliadau yn ystod ar dydd Mawrth 14 Mai 2024.			
Completed forms should be sent by email to hr@wjec.co.uk by Monday, 06 May 2024 . Interviews are expected to take place on Tuesday 14 May 2024.			