

Accessible Assessment Materials Officer

Salary: £27,807 - £30,162 per annum pro rata (Grade 5)

Contract type: Full-time; Fixed term until 31 August 2025

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 post holder will support in the co-ordination of all processes and procedures concerning the development of English and Welsh versions of modified assessment materials. They will support the sourcing of appropriate copyright in liaison with teams across Assessment Materials Unit (AMU). They will provide general administrative support within the Planning and Scheduling Team.

The person:

To thrive in this role, the post holder will have good organisational skills and an aptitude for co-ordination. They will be flexible, adaptable and like variety within their work. They will have strong interpersonal skills and enjoy communicating with a diverse range of people. Candidates should have a good eye for detail and be able to maintain accuracy in all aspects of their work.

Our benefits:

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team (HR@wjec.co.uk), who will be more than happy to help.

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

Closing date: 23:59; Wednesday 06 November 2024

Job Title:	Accessible Assessment Materials Officer
Department:	Operations
Section:	Assessment Materials Unit
Responsible to:	Accessible Assessment Materials Team Leader
Grade:	5
Location:	Onsite - Treforest
Main purpose of Job:	

The Accessible Assessment Materials (AAM) Officer will support in the co-ordination of all processes and procedures concerning the development of English and Welsh versions of modified assessment materials, including the provision of audio, audio/visual and electronic files.

The post holder will support the sourcing of appropriate copyright in liaison with teams across Assessment Materials Unit (AMU). They will provide general administrative support within the Planning and Scheduling Team.

The post holder will also be responsible for the uploading of all electronic files to Portal, including for the 'Today's Question Papers' section and the release of NEA materials for centres.

Principal Duties and Responsibilities:

- To assist with the production of English and Welsh modified versions of assessment materials for all qualifications.
- To assist with the production and quality assurance of accessible assessment materials in audio, audio/visual and electronic formats.
- To ensure that quality checks are effective and complete on modified formats worked on.
- To assist with the proof-reading, collation, and despatch of all modified formats to ensure the timely delivery to centres.
- To liaise with range of external agencies and modifiers.
- To act as back up for the retrieval of Access Arrangements Online (AAO) orders made by centres for modified versions of assessment materials.
- To assist in the copying, collation, and despatch of assessment materials for Question Paper Evaluation Committee (QPEC) meetings.
- To assist in the preparation and acquisition of copyright resources used in assessments – gathering data and collating copyright requirements, procuring images and liaising with the copyright team so as to comply with Copyright Law and provide assurance to WJEC.
- To escalate issues when copyright is not granted, seeking advice from experts to resolve the issue, or direct the assessment teams to consider alternative resources.

- To produce and maintain a copyright catalogue ensuring that sources are appropriately acknowledged and published at the appropriate time.
- To be the key point of contact for copyright related issues and queries in AMU.
- To assist in the regular updating of the management system (currently QPMS).
- To always maintain the confidentiality of assessment materials and to declare any conflicts of interest to the AAM Team Leader or the Head of Assessment Materials Unit as appropriate.
- To upload confidential assessment materials to Portal according to the examinations and assessment timetable, liaising with Series Delivery, IT and Domains as appropriate.
- To provide general administrative support to the Planning and Scheduling team.
- To fulfil other duties as appropriate to the post.

Other

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post

Person Specification

Job Title:

Accessible Assessment Materials Officer

Department:

Operations

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

- Organisational skills, including good time management
- Good verbal and written communication skills
- Ability to work and make decisions independently
- Highly accurate with attention to detail
- Ability to work under pressure to meet goals and deadlines
- Be flexible and adaptable with the ability to multi-task
- Ability to work collaboratively with others and be an active member of a team
- Ability to problem solve, providing effective solutions where required
- Computer literacy skills (Microsoft packages)

Desirable

- The ability to communicate effectively orally and in writing through the medium of Welsh

Knowledge

Highly desirable

- Understand the importance of, and ability to maintain high levels, confidentiality

Experience

Highly desirable

- A good level of administrative experience including experience proofreading
- Experience of working within examinations administration

Desirable

- Experience of dealing with external organisations

Training / Qualifications

Highly desirable

- Educated to A level standard/equivalent or equivalent demonstrable experience for the role

Desirable

- Training or qualifications in the use of Microsoft programmes

Other Requirements

Highly desirable

Telerau ac Amodau Gwasanaeth

Terms and Conditions of Service

**Teitl y Swydd /
Job Title:**

Swyddog Deunyddiau Asesu Hygyrch/ Accessible Assessment Materials Officer

**Cyflog /
Salary:**

£27,807 - £30,162 y
flwyddyn/ per annum pro
rata

**Gradd /
Grade:**

5

**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.

25 Days per annum. In addition, the WJEC currently allows 16 statutory /
additional holidays.

**Pensiwn /
Pension:**

Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

The provision of the Local Government Superannuation Act apply

Math o Gytundeb:

Contract Type:

Llawn-amser / Full Time

Rhan-amser / Part Time

Llawn amser Tymor Cyfyngedig / Full Time
Limited Term

Rhan amser Tymor Cyfyngedig / Part Time
Limited Term

**Nifer yr oriau'r wythnos
No. of hrs per week**

**Diwedd y Tymor
End of Term**

31 Awst/ August
2025

**Diwedd y Tymor
End of Term**

**Nifer yr oriau'r wythnos
No. of hrs per week**

36.5

Dull Ymgeisio:

Method of Application:

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn **12:00; dydd Gwener 27 Medi 2024.**

Completed forms should be sent by email to hr@wjec.co.uk by **12:00; Friday 27 September 2024.**