

Series Delivery Manager (Skills and Pathways)

Contract type: Full-time, Permanent

Salary: £43,947 - £47,712 per annum (Grade 10)

The challenge (optional)

As Wales' largest awarding body, 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:

Working as part of the Series Delivery Team, you will be responsible for the successful end-to-end delivery of each examination series for the skills and pathways qualifications. You will lead and manage the skills and pathways team, developing strategies that ensure the delivery of the examination cycle. You will be responsible for developing and implementing effective strategies, policies, and procedures for the full range of qualifications within the skills and pathways area that ensure the organisation meets its regulatory requirements.

About you:

To thrive in the role, you will have experience of leading and managing a team, working with various stakeholders across the organisation and managing multiple projects within the appropriate timeframes. You will be a solution focussed individual with the ability to consult with key stakeholders to provide relevant outcomes, whilst also being able to process complex issues, develop options and make informed and fair decisions in a timely manner. Knowledge of the current structure of vocational and entry level examinations systems, processes and procedures would be advantageous for this role.

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. Whilst there will be times when you are required to work on-site in our Cardiff office, we would be happy to consider requests for flexible and/or homeworking from the successful applicant.

To find out more about the role, or about working for us, please do not hesitate to contact hr@wjec.co.uk who would be more than happy to answer your questions.

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

Closing date: 09:00; Tuesday 22 October 2024

Interviews are expected to take place week commencing 04 November 2024.

JOB DESCRIPTION

Job Title:	Series Delivery Manager (Skills and Pathways)
Department:	Assessment Delivery
Section:	Customer Support
Responsible to:	Head of Series Delivery
Grade:	10
Location:	Cardiff

Main purpose of Job:

To plan, co-ordinate and manage the work of the Skills and Pathways section to ensure that all centres with entries for the qualifications are provided with accurate and timely information, materials, advice and guidance during the examination cycle. To ensure that accurate and timely results are issued to centres and UCAS.

The post holder will be responsible for developing and implementing effective administration arrangements for Welsh BaccaLaureate, Essential and Key Skills and Level 1-3 Pathways.

Principal Duties and Responsibilities:

- To be responsible for managing the Skills and Pathways section and staff including recruitment and selection, allocating workloads and annual appraisals.
- To mentor and coach staff in the team to develop a thorough understanding of skills and pathways qualifications procedures and provide excellent customer support to centres.
- To organise, monitor and quality assure the work of the section to ensure that deadlines are met.
- To be responsible for recommending process and procedure changes to improve the effectiveness and efficiency of the section.
- To collate and provide information regarding Skills and Pathways series delivery issues to the Head of Series Delivery.
- To schedule, prepare, authorise and co-ordinate the production of computerised and other assessment materials and stationery ready for distribution to centres prior to the commencement of assessments and examinations.
- To be responsible for initiating and co-ordinating the standardising/awarding process. To control the scheduling of these operations to ensure that all examination results are calculated correctly and issued on agreed dates.

- To schedule, prepare, authorise, and co-ordinate the production and distribution of results to centres.
- On behalf of the Series Delivery team, lead on collating information about strategic changes to skills and pathways qualifications framework in England and Wales, assess the implications of the changes on the Series Delivery function and work with the Head of Series Delivery in updating procedures, guidelines and changes to staff workloads to ensure that the changes are implemented effectively.
- To work with IT through the development and implementation of projects which relate to operational Skills and Pathways matters.
- To be responsible for validating Skills and Pathways data to enable the 'basedata' to be approved.
- To provide consistent advice and support to centres on the operation of procedures and rules for Skills and Pathways entry, aggregation and certification.
- To deal with queries and complaints from centres which have been escalated by team members.
- To represent the Skills and Pathways section on internal working groups and Chair internal operational/working groups, as required.
- To liaise with Subject Officers, other sections and departments to enable the processing of marks and outcomes as necessary.
- To liaise with external organisations, particularly centres, other awarding organisations and UCAS.
- To set high standards in complying with all WJEC internal policies and procedures and legislation including Health and Safety, Safeguarding and Equalities.
- To undertake other duties as required which are commensurate with the grade of the post.

Person Specification

Job title:	Series Delivery Manager (Skills and Pathways)
Department:	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

- Excellent communication skills
- Excellent interpersonal skills
- Excellent planning and organisational abilities
- The ability to understand complex situations, develop options and make informed and fair decision in a timely manner
- Ability to work on one's own initiative and as part of a team
- Good level of ICT skills and the ability to apply these skills
- Ability to work to deadlines
- Ability to pay attention to detail
- Analytical skills
- Numeracy skills

Desirable

- Welsh language skills (written and oral)

Knowledge

Highly desirable

- Thorough knowledge of examination systems, processes and procedures
- Understanding of the political and other external pressures on an organisation
- Sound IT knowledge including AS400

Desirable

- Knowledge of the current structure of vocational and entry level qualifications
- Understanding of the future direction of vocational and entry qualifications in England and Wales

Experience

Highly desirable

- Experience of working within an examination environment in a managerial or supervisory role
- Experience of leading and managing staff
- Experience of providing advice and guidance to internal and external stakeholders
- Experience of completing work in order to meet critical deadlines.

Desirable

- Working with vocational and entry level qualifications

Training / Qualifications

Highly desirable

- Educated to degree level or equivalent professional qualification or demonstrable experience for the role

Desirable

- Supervision or Management training

Other Requirements

Highly desirable

- Ability to work flexibly

Telerau ac Amodau Gwasanaeth**Terms and Conditions of Service**

Teitl y Swydd/ Job Title:	Rheolwr Cyfresi Arholiadau (Sgiliau a Llwybrau)/ Series Delivery Manager (Skills and Pathways)
--------------------------------------	--

Cyflog/ Salary:	£43,947 - £47,712 y flwyddyn/ per annum	Gradd/ Grade:	10
----------------------------	---	--------------------------	----

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:** 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 yr wythnos
No of hrs per week****Diwedd y Tymor
End of Term****Diwedd y Tymor
End of Term****Nifer yr oriau yr 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 **09:00; dydd Mawrth 22 Hydref 2024.**

Completed forms should be sent by email to hr@wjec.co.uk by **09:00; Tuesday 22 October 2024.**