

Qualifications Development Officer

Salary: £62,160 - £65,814 per annum (Grade 14)

Contract type: Full-time, Fixed term until 30 September 2026, with the potential to extend.

We are excited to be inviting applications for a new Qualifications Development Officer to join our team. The successful applicant will be instrumental in growing our portfolio of general and vocational qualifications.

The role

The post holder will manage the development of a portfolio of new and/or reformed qualifications covering a range of subjects. The work will involve collaborative working with internal Subject Officers and external stakeholders, as well as commissioning and quality assurance work from external Appointees engaged to write qualification content and assessments.

About you

We are particularly interested in hearing from individuals who have prior experience of developing qualifications, and knowledge and understanding of current qualification reform in England and/or Wales. If you have experience of, and a passion for, learning and assessment, we would love to hear from you.

The benefits

WJEC is proud to offer a variety of benefits, including 25 days annual leave together with 16 days statutory and additional holidays, free Welsh language courses, a generous pension scheme and numerous family friendly policies.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact Fliss in 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: 09:00; Monday 03 February 2025

Interviews are expected to take place in the week commencing 10 February 2025

JOB DESCRIPTION

Job Title:	Qualifications Development Officer
Department:	Qualifications Directorate
Section:	Qualifications
Responsible to:	Assistant Director: Qualifications Development
Grade:	14
Location:	Hybrid – Western Avenue, Cardiff
Main purpose of Job:	

The post of Qualifications Development Officer is central to our approach to qualifications development¹ at WJEC.

Each Qualifications Development Officer manages the development of a portfolio of general and/or vocational qualifications to a high degree of service delivery, stakeholder focus and in line with WJEC design principles and processes.

The Qualifications Development Officers will work closely with subject officers, appointees, members of the qualifications support team (QST) and assistant directors, in a co-ordinating role to manage the development of a number of qualifications.

The Qualifications Development Officers will be closely involved at each stage of qualification development, from initial engagement with subject officers, subject development groups to the publication of approved/accredited/regulated specifications, Sample Assessment Materials (SAMs) and *Guidance for Teaching*.

The Qualifications Development Officers will work closely with the relevant subject officers and appointees throughout the development process to ensure that high quality materials are submitted to Qualifications Wales, Ofqual, CCEA and DfE as appropriate, and that each stage of the process runs to the schedule agreed with the regulator/department.

The Qualifications Development Officers will also work with the QST and assistant directors to produce process and guidance materials to support future qualifications development activity at WJEC.

¹ qualifications development encompasses the development of new qualifications, the review of existing qualifications and the amendment of existing qualifications.

Management of the Qualifications Development Process

General responsibilities within qualifications development

- Develop detailed understanding of the policies, guidance and advice in relation to qualifications policy, assessment, design rules, quality standards and process requirements, ensuring consistent application of policies and processes; and contributing to the development of such policies and processes as required.
- Contribute to the continuous improvement of qualifications within WJEC.
- Work with the relevant subject officer to plan, organise and implement arrangements for qualification development.
- Through appointing, leading and co-ordinating the work of appointees and relevant WJEC staff, ensure the relevant portfolio of qualifications is developed consistently to meet external stakeholder needs and WJEC quality standards.
- Ensure that WJEC has available suitable teams of appointees to contribute to the development of specifications, SAMs and *Guidance for Teaching* documents.
- Motivate and support teams, and ensure that appointees are provided with appropriate advice to fulfil their roles effectively and deliver required outputs to agreed schedules.
- Where appropriate, produce guidance notes and support materials for appointees.
- Work with the relevant subject officer to monitor and evaluate the performance of appointees contributing to the development of specifications, SAMs and *Guidance for Teaching* and, when necessary, appoint replacement appointees.
- Prepare and present reports for the Qualifications Development Management Group (QDMG) and other internal groups as required.
- Proactively manage and co-ordinate consultation with examination centres over proposed changes, where appropriate.

Specific responsibilities within the qualifications development process

The following responsibilities apply throughout the development process, though their precise nature will vary depending on the stage of development, i.e. preparing for the first submission to the regulator/department, preparing resubmission(s) following feedback from the regulator/department; after the qualification has been approved/accredited.

- Work with the subject officer on the proposal to develop a new, reformed or amended qualification.
- Convene a Qualification Development Advisory Group (QDAG), inviting key stakeholders identified by the subject officer and/or recruited through an open recruitment process.
- Confirm the process and time schedule for submission.
- Co-ordinate and monitor production of the draft specification, SAMs and rationale document/assessment strategy.
- Complete written responses to the regulator/department's feedback report for resubmissions.
- Convene Qualifications Development Operational Group (QDOG) meetings when appropriate, identifying suitable invitees from across the organisation.
- Share amended proposals with QDAG and/or QDOG, where appropriate.
- Prepare materials for presentation to the Qualification Development Advisory Group (QDAG).
- Liaise with QST in the final QA of draft materials and confirm that all necessary QA checks have been undertaken.

- Convene a meeting with the subject officer and assistant director to confirm materials are ready for submission
- Submit materials to the regulator/department
- Co-ordinate publication of draft and final documents (in both languages where appropriate) on WJEC's website, to agreed schedules.

Communicating with subject officers, appointees and others

- Inform subject officers of progress within the qualifications development process, to agreed milestones.
- Ensure that appointees are fully informed of the subject officer's advice and feedback on draft materials.
- Provide guidance material where appropriate for appointees and others involved in the qualifications development process.
- Represent WJEC in qualifications development meetings with the regulator/department.

Materials Production

For each qualification within the portfolio allocated to the Qualifications Development Officer:

- Provide overall quality assurance across all aspects of new, reformed and amended specifications, SAMs, rationale documents, assessment strategies, *Guidance for Teaching* and written responses to feedback reports.
- Liaise with subject officers, appointees, and QST in order to manage the draft specification, SAMs and rationale/assessment strategy production process for the initial submission and subsequent resubmissions.

Budget responsibility

- Work with the Assistant Director and subject officers to manage relevant budgets, and to contribute to relevant financial planning and monitoring activities for qualifications development activities.

Other Responsibilities

- Assist in the identification and appointment of subject experts to write specifications and SAMs, monitoring their work and the appraisal of their performance, where appropriate
- From time to time, other duties commensurate with the grade which extend beyond qualifications within the suite allocated to the Qualifications Development Officer.
- 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.

Person Specification

Job Title:	Qualifications Development Officer
Department:	Qualifications Directorate

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

- Well-developed written and verbal communication skills, with the ability to explain complex subject material to a variety of audiences, including via presentation.
- A high level of numeracy, with the ability to analyse, interpret and present data to inform decision making.
- Self-driven, with the ability to independently plan, organise and prioritise own and others' workload to meet tight deadlines.
- Thrives in roles which involve managing multiple workstreams and working fast paced for extended periods.
- An excellent eye-for detail and ability to apply this to tasks such as proof-reading, quality assurance, data auditing and progress monitoring.
- Good computer literacy, with confidence using Microsoft Office (particularly: Teams, Word, Excel and PowerPoint) and the ability to learn new software with minimal supervision.
- Excellent interpersonal and team-working skills, with the ability to build and foster good working relationships with others.
- An analytical problem solver, comfortable using initiative and creativity to resolve novel or complex problems in work.

Desirable

- Welsh language skills
- Basic financial aptitude and experience, with the ability to apply these skills to budget management.

Knowledge

Highly desirable

- Knowledge and understanding of:
 - the main features of the qualifications system
 - qualification development processes
 - assessment principles and their application
 - current qualification reform programmes in England and Wales.

Desirable

- Knowledge and understanding of qualifications regulation

Experience

Highly desirable

- Previous experience of qualification and/or assessment development
- Experience of using formal or semi-formal project management techniques.
- Line-management experience, with previous experience of delegating work to others.
- Prior experience working in a regulated environment

Desirable

- Previous experience working for an awarding organisation
- Teaching experience
- Examining/ assessing experience

- Previous experience developing/adapting and delivering policies/procedures/guidance

Training / Qualifications

Highly desirable

- Degree and/or equivalent qualification and/or equivalent experience.
- PGCE qualification or equivalent.

Other

Highly desirable

- An ambassador for change, with the ability to adapt to changing circumstances
- Appreciation of equalities issues within the education sector.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Swyddog Datblygu Cymwysterau / Qualifications Development Officer		
Cyflog / Salary:	£62,160 - £65,814 y flwyddyn / per annum	Gradd / Grade:	14
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, 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:	
<input type="checkbox"/>	Llawn-amser / Full-time		
<input type="checkbox"/>	Rhan-amser / Part-time	Nifer yr oriau'r wythnos / No. of hrs per week	
<input checked="" type="checkbox"/>	Llawn amser Tymor Cyfyngedig / Full-time Limited Term	Diwedd y Tymor / End of Term	30 Medi / September 2026
<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:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 09:00; dydd Llun 03 Chwefror 2025. Disgwylir cynnal cyfweiliadau yn ystod yr wythnos yn dechrau 10 Chwefror 2025.</p> <p>Completed forms should be sent by email to hr@wjec.co.uk by 09:00, Monday 03 February 2025. Interviews are expected to take place in week commencing 10 February 2025.</p>			