

Regulation Manager

Salary: £43,947.00 - £47,712.00, per annum (Grade 10)

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

WJEC are excited to be welcoming applications for a Regulation Manager to join the Policy and Regulation 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 lead the small Regulation team ensuring that WJEC responds appropriately to regulatory requests and consultations. They will proactively manage the WJEC register of regulatory Conditions on Connect and ensure that staff remain informed of regulatory developments. They will coordinate and manage key regulatory groups and be the initial point of escalation and triage for special cases involving learners.

About you

The successful candidate will have excellent knowledge of the regulatory landscape. They will have experience managing teams and coordinating the response to regulatory consultations. They will have excellent interpersonal skills and the ability to collaborate with a range of stakeholders, including regulators. Significant experience of managing casework 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 on being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year, plus 16 statutory/additional holidays, free Welsh lesson, 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: Thursday 25 April 2024

Interviews are scheduled to take place on Monday 13 May 2024.

JOB DESCRIPTION

Job Title:	Regulation Manager
Department:	Policy & Regulation
Section:	Qualifications and Assessment
Responsible to:	Assistant Director: Policy & Regulation
Grade:	10
Location:	Western Avenue
Main purpose of Job:	

The Regulation Manager is the main point of liaison between the WJEC’s regulatory function, including the Responsible Officer and Deputy Responsible Officer, and our regulators: Qualifications Wales, Ofqual and CCEA Regulation. The leader of a small Regulation team, including line management responsibility for a Regulatory Communications Officer, they ensure that WJEC responds appropriately to regulatory requests and consultations, ensure that staff remain informed of regulatory developments, and proactively manage WJEC’s register of regulatory Conditions on Connect.

Reporting to the Assistant Director: Policy & Regulation, the post-holder sits at the heart of WJEC’s oversight of the delivery of examination series. As well as contributing to the development of policies and procedures which link to regulatory issues, the post-holder coordinates the Series Management Group: gathering updates on progress from senior leaders across WJEC; utilising business intelligence tools and other data sources to establish our current and forecasted position against key deliverables; recording risks, controls and mitigations for each series; and proactively updating reports to account for areas of regulatory interest.

The Regulation Manager is also central to case management, coordinating the management of the Special Cases Review Group and Incident Management Group, acting as a Case Manager for incidents, and being the initial point of escalation and triage for special cases involving learners.

Principal Duties and Responsibilities:

Regulatory communications

- Produce the monthly regulatory report and ad-hoc regulatory briefings for ELT and AMG, setting out key updates in an accessible and informative format, as agreed with the Responsible Officer.
- Coordinate the response to regulatory consultations and write responses for ELT/Responsible Officer review and sign-off as appropriate.
- Work with the Regulatory Communications Officer to monitor regulatory portals and inboxes, manage and file correspondence, and monitor actions arising from regulatory requests and key regulatory meetings.
- Build and maintain relationships with operational contacts in regulators, to retain open lines of informal and formal communications.

Regulation management

- Maintain the central log of regulatory Conditions and their assigned owners.
- Lead the development of policies that align WJEC with regulatory Conditions, and inform the development of supporting processes and procedure to ensure compliance.
- Ensure that the controls and mitigations to ensure compliance are kept up to date, liaising with Condition owners, and reviewing the log in light of emerging risks and issues raised at key regulatory groups and Series Management Group.

Case management

- Coordinate WJEC's responses to incidents and special cases.
- Act as Case Manager for a range of incidents, liaising with senior WJEC staff to ensure timely, accurate and comprehensive reporting to regulators, and communications with affected centres.
- Act as the initial point of escalation and triage for special cases involving learners.
- Collate reports and case summaries (including root causes and actions taken to prevent re-occurrence), to update Board and ELT and inform continuous improvement activities.
- Maintain templates for reporting incidents and special cases, and for recording actions through to completion.

Series Management Group

- Coordinate and act as Act as secretariat for the Series Management Group, gathering updates on progress through each series; recording risks, controls and mitigations for each series, linked to the series calendar and the Task Management Oversight group.
- Coordinate reporting of information across WJEC related to social media monitoring and Portal activity related to access to assessment materials, to ensure that our materials remain secure.

Other duties

- To represent WJEC at regulatory and JCQ meetings relating to regulations, compliance and series management issues.

Person Specification

Job title:	Regulation Manager
Department:	Qualifications & Assessment

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 interpersonal skills.
- Excellent written and verbal communication skills.
- Strong organisational skills.
- The ability to work under pressure to meet deadlines.
- The ability to represent WJEC in a variety of challenging contexts.
- Ability to work with other teams to develop policies, procedures and practices.
- Ability to identify and articulate risks.

Desirable

- Welsh Language skills.

Knowledge

Highly desirable

- Knowledge of the regulatory landscape: General/Standard Conditions, lower-level Conditions and guidance, regulatory structures, scope and approaches.
- Understanding of the sources of Adverse Effects, and how they can be prevented and mitigated.

Desirable

- Key concepts in regulation: legal basis, market structure and regulatory capture
- Knowledge of special considerations rules, access arrangements, reasonable adjustments and/or equalities legislation.

Experience

Highly desirable

- Experience of working with/communicating with regulators.
- Experience of managing casework.

Desirable

- Experience of working in a regulator.

Training / Qualifications

Highly desirable

- Degree level of education or equivalent.

Desirable

- Qualification in risk management, project management and/or regulation.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Rheolwr Rheoleiddio / Regulation Manager		
Cyflog / Salary:	£43,947.00 - £47,712.00 y flwyddyn / per annum	Gradd / Grade:	10
Gwyliau Blyneddol / 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:	
<input checked="" type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week 36.5 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:	
<p>Dylid dychwelyd ffurflenni cais wedi'u llenwi ar e-bost at HR@wjec.co.uk erbyn</p> <p>Completed application forms should be sent by to HR@wjec.co.uk by</p>			