

End-Point Assessment Manager

- Starting salary from £40K (negotiable depending on knowledge, skills and experience + car/cash allowance)
- Office Based – Watford or Leeds with regular travel.

EAL is the specialist skills partner and awarding organisation for industry. We are committed to investing in the industries we serve and the careers of the people working within them. Through industry partnerships and years of experience supporting our core sectors, we have built unrivalled knowledge and understanding of employer skills needs. As a result, EAL's skills solutions and qualifications are respected and chosen by employers to deliver real career benefits for all our learners.

Purpose of the Role

Reporting to the Head of Quality Assurance & Innovation your key focus will be to position EAL as the EPA partner of choice.

You will have overall responsibility for the management and efficient delivery of EAL's End Point Assessment Service from initial enquiries, processing EPA bookings and collating and communicating results.

This will include liaising with assessors, employers, training providers and other key stakeholders to ensure appropriate resources are in place, and that reporting is carried out to ensure full compliance.

Responsibilities

- To manage a robust and compliant end-to-end EPA service that will enhance EAL's customer satisfaction score, year on year
- Manage the EPA delivery team
- Liaise with the Governance and Regulation team on future ROAAO applications
- Manage approved EPA Team budget, ensuring that sufficient and appropriate resources are in place to deliver for each Standard.
- Lead on the recruitment, selection and management of Independent End Point assessors for each apprenticeship standard EAL is approved to deliver
- In conjunction with the Quality Assurance team monitor the performance of Independent Assessors
- Manage the delivery of initial Independent End Point Assessor Training and future standardisation training in liaison with the Quality Assurance team
- Liaise with external organisations such as the Institute of Apprenticeship, Education and Skills
- Funding Agency (ESFA), external quality assurance bodies, Ofsted and other stakeholders e.g. IMechE and other Professional Engineering Institute's
- In liaison with EAL's Governance & Regulation and External Quality Assurance Teams provide regular and accurate reports for both internal and external use e.g. EQA bodies and the IfA

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Essential requirements to be effective in the role:

- Experience and understanding of quality assurance systems
- Experience in technical and vocational assessment and quality assurance e.g. apprenticeships and/or end-point assessment
- Experience and understanding of end-point assessment models
- Proven track record in successfully leading teams
- Working in a highly regulated environment
- Proven experience in project management
- Delivering projects to tight timescales and on budget
- Developing new models of service delivery
- Successful track record of building strong relationships with internal and external stakeholders and of growing business

Capabilities:

- Resilience and determination, with the ability to work well under pressure in a changing environment
- Strong analytical, problem-solving and decision-making skills
- Commercial acumen
- Able to efficiently and effectively plan your own workload in order that you not only meet business priorities and needs but also achieve an appropriate work life balance
- Excellent communication skills: clear, effective, persuasive and authoritative in both spoken and written communication, with well-developed presentation skills
- Can demonstrate a thorough awareness of the needs of internal and external customers, and will ensure that effective systems are in place to meet those needs
- Ability to deliver integrated, strategic, creative solutions to meet the customer and business needs
- Hold a full clean driving licence

Desirable Requirements

- Recognised current workplace assessment and IQA qualifications
- Experience of working with employers and providers to devise appropriate and robust assessment methods

For further details and an application form please contact Emily Williams, on email HR@Semta.org.uk, or by post at Human Resources, Unit 2 The Orient Centre, Greycaine Road, Watford, Hertfordshire, WD24 7GP.

Closing date: 18th May 2018

Semta is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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