



Job Description

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| Job Title: | Functional Skills Manager |
| Reports to: | Qualifications Development Manager |
| Accountable for: | Teams of authors and consultants |

Main Purpose of the Job

To work with the Qualification Development Manager and Accreditation Officer to meet the requirements of the regulatory authorities throughout the UK with regards to statutory regulatory criteria for all Functional/Key skills type qualifications it offers. To liaise with authors and stakeholders in the development of assessment materials and to ensure that they meet the regulatory requirements.

Key Tasks & Responsibilities

- Maintain an up-to-date and close working relationship with the regulatory authorities, QFQUAL & QCDA, CCEA, SQA Accreditation and DCELLS, in order to retain IMI Awards' compliance with regulatory criteria
- Evaluate and monitor author suitability and outputs for each development project.
- In conjunction with the Qualification Development Manager, agree and monitor contracts with external authors for relevant qualification and assessment writing activities.
- Manage resources and budgets they are responsible for and review on an ongoing basis.
- Establish and manage working group activities to develop assessment material.
- Negotiate and develop timely solutions to address accreditation and assessment development issues.
- Manage projects with regards to new assessment development within agreed timescales
- Proof and make amendments to documentation, as necessary.
- Engage with prospective and current training providers to offer guidance and support with assessment issues
- Report anomalies and negative policy issues to the Qualifications Development Manager. Liaise closely with internal and external contacts (e.g., all IMI Awards staff, regulatory body staff at all levels, SSC/B staff, authors, consultants, industry contacts, and current and prospective training providers)
- Attend regulatory Body and other stakeholders meetings as required, communicate and assess the implications to IMI Awards.
- Work with the Qualifications Development Manager to formulate and submit proposals to the regulatory bodies regarding awarding body recognition applications and qualification amendments, withdrawals and extensions
- To work closely with key stakeholders and act accordingly

Limits of Authority

Takes decisions with regard to functional/ key-skills type qualification and assessment development.

Budget responsibility for assessment development

Knowledge, Skills & Abilities

Excellent knowledge of Functional/ Key-skills type qualifications and assessments

Comprehensive and up to date knowledge of the regulatory authorities statutory requirements, underpinning vocationally related qualifications

Excellent writing skills and proof-reading skills

Analytical and self-motivated approach, with the ability to work independently

Ability to investigate, research and manage information

Ability to pay close attention to detail, with an organised and methodical approach

Ability to multi-task and work under pressure to meet deadlines

Ability to lead and instruct authors and consultants on the development of products

Computer literate (experienced in Microsoft packages)

Qualifications

Essential:

- Driving license (to attend UK meetings, as required)
- Qualified to graduate level, or equivalent

Desirable:

- Proof-reading qualification

Working Conditions:

Based at The Institute of the Motor Industry's Head Office in Brickendon, Hertford.

Travel to meetings in the UK, as necessary (the frequency of meetings varies with project demand.)

This Job Description will be subject to review from time to time. Any amendments will be made in consultation with the job holder(s).

January 2010