



RECRUITMENT PACK

END-POINT ASSESSMENT QUALITY ASSURANCE
MANAGER



FutureQuals[®]



01530 836662



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One of the UK's most progressive awarding and End-Point Assessment organisations





Role Purpose

To develop and lead the quality assurance function for End Point Assessments (EPA). Ensuring that all processes are consistent with the regulatory requirements and are regularly monitored, reviewed and where necessary adapted to ensure regulatory compliance.

Location


Coalville, Leicestershire

Salary

Up to £25,000-£35,000,
depending on experience

Hours

37.5 Hours
Mon-Fri 9:00-17:00

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JOB DESCRIPTION

Key Responsibilities

- Review, develop and implement Quality Assurance strategies for EPA and Functional Skills Quality
- Monitor and mitigate EPA and Functional Skills perceived/ actual conflicts of interest
- Plan and deliver periodic IEPA and IQA standardisation activities
- Monitor and act upon Reasonable Adjustments and Special Considerations
- Act as Lead IQA
- Regularly review the risk register and taking appropriate measures as a result
- Review and develop guidance and assessment documentation periodically
- Support the approval and application process for new standards applications
- Support the development of new End-point Assessment materials
- Regularly review policies, procedures and forms ensuring they remain fit for purpose
- Design and create/conduct support sessions aimed to give IEPA's and IQA's insight into their EPA process whilst ensuring no individuals are advantaged
- Manage incidents, issues, appeals and complaints, providing solutions to mitigate risk and recurrence
- Keep abreast of policies and initiatives relevant to areas of responsibility
- Carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Head of EPA and Functional Skills.
- Develop and manage the sampling planning of all IEPA's to support IQA's in monitoring performance in line with rag rating and IQA policy
- Produce quality reporting data for internal and external review in line with performance development planning for colleagues and customers

PERSON SPECIFICATION



Values

Visionary

Supportive

Innovative

Professional

Essential Qualifications, Knowledge and Experience

- Highly analytical and process-driven
- Highly IT literate
- Strong verbal and written communication
- Experience of working and communicating with senior stakeholders
- Hold an Assessor qualification
- Knowledge of quality systems and processes
- Hold an IQA qualification
- Have experience of delivering clinical education programmes
- Have experience of internally quality assuring within the health sector
- Experience of work as an Ambulance Technician

Desirable Skills and Abilities

- Experience of working as a Paramedic
- Relevant degree or equivalent
- General management qualification
- Experience of working in a regulated awarding body/organisation
- Knowledge and experience of assessment methodologies
- Proven ability to operate as an effective tactical, strategic thinker and planner

ICT Competency Profile - Essential

- MS Office - Intermediate
- Zoom- Basic

ICT Competency Profile - Desirable

- SharePoint- Basic
- Polling Apps- Basic
- Digital Forms- Basic



Equality and Diversity



We believe diversity drives innovation and we are striving to build an inclusive culture at all levels of the organisation, where colleagues can learn, develop and thrive. We welcome applications from all sections of the community, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Any appointment will be made on merit alone.



How to Apply



In the first instance should you wish to discuss the role further please email HR@FutureQuals.com.

Applications should be emailed to HR@FutureQuals.com by sending in a CV and covering letter.

Closing date: 22nd March 2023



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