



# RECRUITMENT PACK

HEAD OF EPAO



FutureQuals®



01530 836668



[info@futurequals.com](mailto:info@futurequals.com)



[futurequals.com](http://futurequals.com)



One of the UK's **most progressive** awarding and end-point assessment organisations





## Role Purpose

To strategically lead and grow the end-point assessment offer, ensuring compliance with EQA, IfATE and ESFA conditions, maintaining the stance of the leading EPAO for pre-hospital care, whilst developing the EPA offer in other standards.

## Location

Coalville, Leicestershire

## Salary

£40,000-£45,000



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# JOB DESCRIPTION

## Key Responsibilities

- Design, implement, monitor, and evaluate the EPA business strategy and promote the service through existing contacts and networking
- Ensure that all systems and processes are fit for purpose, robust, tested, and auditable and meet or exceed quality and compliance requirements and the needs of existing and prospective customers
- Propose budgets, targets, EPA prices ensuring value for money
- Ensure that any statements made to regulatory bodies are accurate, complete and comply with any requests made by the regulators
- Develop excellent relationships with training providers, employers, the Institute of Apprenticeships (IFA), Education & Skills Funding Agency (ESFA) and other key stakeholders
- Delegate the recruitment and standardisation of technical and educational experts, assessors, and internal quality assurers
- Lead on and prepare for any audits/inspections by regulators and/or External Quality Assurance bodies, liaising with the Head of Quality Assurance and Compliance where necessary.
- Support the annual processes for self-assessment against regulatory requirements and manage the production and submission of Statements of Compliance to regulators
- Hold and maintain a sound, up-to-date understanding of regulatory requirements and ensure that systems and processes support ongoing compliance
- Develop and maintain a current working knowledge of data compliance legislation and ensure all data is managed in accordance with legal requirements and those of the company
- Attend, and represent FutureQuals, workshops and events, delegating attendance where necessary
- Manage the EPAO team, ensuring that individual and team objectives and workloads are set and monitored; regular development focused appraisals are undertaken, and that training and development needs are identified and managed accordingly.
- To work with the COO to ensure the efficient and effective use of resources in the context of the agreed business plan.
- To prepare and provide appropriate, timely and accurate reports to the Executive Office.
- Ensure expenditure is regularly monitored, maximising use of available resources to prevent budget overspend and that finances are compliant with regulatory guidelines.
- Keep abreast of policies and initiatives relevant to apprenticeships & end-point assessment and communicate the information to team members where necessary.
- To undertake any other duties as appropriate to the post as requested by the Executive Office

# PERSON SPECIFICATION



**Visionary**

**Supportive**

**Innovative**

**Professional**

## Essential Qualifications, Knowledge and Experience

- High level knowledge of the Governments Apprenticeships Agenda and their connected organisations such as the Institute for Apprenticeships (IFA) and the Education & Skills Funding Agency (ESFA)
- Experience of working in apprenticeships and/or end-point assessment services
- Commercial awareness – looks for cost improvements for the business, efficient and effective ways of working, understanding costs/revenues
- Knowledge and experience of education environment
- Knowledge and experience of assessment methodologies
- Highly analytical and process-driven
- Proven ability to operate as an effective tactical, strategic thinker and planner
- Strong verbal and written communication
- Experience of working in a regulated environment
- Experience of working and communicating with senior stakeholders
- Proven leadership and people management skills, including excellent interpersonal and mentoring skills

## Desirable Qualifications, Knowledge and Experience

- Level 3 Certificate in Assessing Vocational Achievement or its equivalent.
- Level 4 Award in Internal Quality Assurance or equivalent.
- Level 4 Award in External Quality Assurance or equivalent.
- Relevant degree or equivalent
- General management qualification
- Experience of working in a regulated AO or EPAO
- Understanding of Pre-Hospital Care education

## Essential Skills and Abilities

- MS Office Word - Intermediate
- MS Office Excel - Intermediate
- MS PowerPoint - Intermediate
- Survey Apps - Intermediate

## Desirable Skills and Abilities

- SharePoint - 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 [simon.stevens@futurequals.com](mailto:simon.stevens@futurequals.com).

Applications should be emailed to [simon.stevens@futurequals.com](mailto:simon.stevens@futurequals.com) by sending in a CV and covering letter.



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