



## **Job Description**

### **Qualifications and Assessment Officer**

East Midlands Specialist Learning & Development Hub

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<b>Post Number:</b>	RT310
<b>Grade /Scale:</b>	S01 £30,420 - £32,394 pro rota
<b>Weekly Hours:</b>	22.2 hours per week
<b>Department:</b>	East Midlands Specialist Learning & Development Hub (EMSL&D)
<b>Location Work Base:</b>	Northamptonshire
<b>Status:</b>	Established
<b>Responsible To:</b>	Regional Compliance, Quality and Qualification Delivery
<b>Responsible for:</b>	No direct responsibility for other staff
<b>Job Role/ Purpose:</b>	Responsible for ensuring accredited assessment centre's compliance with awarding body regulations. Accountable for performance, development and monitoring of assessors and internal quality assurers' practice and their delivery of assessment in line with requirements. Responsible for the assessment and internal quality assurance of qualifications and/or assessment frameworks being completed by police officers and staff. To lead on the development and implementation of qualifications and assessment frameworks on behalf of the region, including new qualifications
<b>Contacts:</b>	Police officers and staff within force, external agencies, contractors, awarding bodies, College of Policing and partners as necessary.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

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### **Person Specification**

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education (including qualifications):**

- D32, D33, A1 assessor or equivalent; D34, V1, IQA awards or equivalent

##### **Work Experience:**

- Have experience of direct liaison with relevant external bodies e.g. NTO, Awarding bodies, Skills for Justice
- Experience of structured work-based assessment and Learning and Development evaluation methodology
- Have experience of coordinating, implementing and managing assessment and professional qualification frameworks, in a multi-functional and multi-site organisation

- Have the ability to lead on the development of individuals, working closely to monitor performance, in an assessment and quality assurance environment

**Personal / Interpersonal Skills, Aptitudes:**

- Have effective communication skills
- Able to analyse and manage data, prepare and present high quality, complex reports
- Have the ability to work effectively using own initiative and with minimal supervision
- Able to constructively challenge existing practices

**Special Skills:**

- Have a sound working knowledge of competency and qualification accreditation frameworks

**Other:**

- Ability to use Microsoft office; Outlook, Word, Excel and PowerPoint
- Hold a full UK/EU driving licence and have use of own vehicle for work purposes\*

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Work Experience:**

- Experience of working as an L&D professional in the police service
- Experience of successfully leading projects to L&D qualification, assessment and/or accreditation

**Special Skills:**

- Knowledge of Police Education Framework

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Core Responsibilities/ Accountabilities**

**Operational:**

- Manage the development and implementation of L&D Accredited Assessment Centre(s). Ensure Accredited Assessment Centre(s) compliance with their respective Awarding Body regulations, policy, procedure and practice. Ensure that Tutor, Assessor and Internal Quality Assurer training packages are available and work with Delivery Managers to ensure the delivery of the training. To ensure direct training delivery where essential
- Lead on work-based assessment and performance projects to ensure that they develop the organisational capabilities to deliver agreed operational goals, working in partnership with others where required

**POLICE – STAFF**

- To work with business managers to implement and maintain a qualifications and assessment framework, in line with Skills for Justice and Awarding Bodies. To work with other members of EMS L&D Hub to ensure that all L&D programmes are in line with the agreed competency frameworks
- To develop and implement plans for accreditation of existing and new assessment programmes for police officers and police staff
- Support, train and guide police officers and police staff and develop their personal and professional attitudes, skills and abilities with regard to assessment and Internal Quality Assurance
- Guide and support candidates as to the required evidence for assessment for a range of qualifications and to make judgements about that evidence
- Assess candidates for a range of qualifications and provide feedback demonstrating a clear understanding of minimum requirements for competence
- Maintain current knowledge and understanding of national developments, analyse complex and wide-ranging information and develop strategies or plans to ensure current and future requirements of a range of Awarding Bodies continue to be met
- Monitor the performance and ensure the development of staff undertaking and conducting roles within the assessment and Internal Quality Assurance environment. To dip sample candidate portfolios for Quality Assurance purposes
- Ensure the maintenance and on-going quality assurance of both tuition and programme management materials relevant to the area/s of delivery within the context of the Force's NVQ and accreditation programmes
- Responsible for databases and management information systems for tracking qualifications, assessment and accreditation tasks and activities. To provide management information to assess the effectiveness of the qualification framework
- Responsible for environmental scanning in order to keep up to date with changes in qualifications, standards, operating procedures and legislation relating to qualifications, ensuring changes are communicated to relevant stakeholders and where required procedures, processes, systems and policy are updated accordingly
- Responsible for supporting the development and maintenance of the EMS L&D Hub website, e-library and e-resources for qualifications, assessment and accreditation
- To work with relevant external L&D providers and partners to ensure their full compliance with agreed assessment and accreditation standards. Responsible for ensuring Internal Quality Assurance audits are undertaken to test for compliance against local and national standards
- Participate in the Force PDR process and take responsibility for identifying their own professional and career development needs. To maintain Continuing Professional Development to ensure that the Force remains aware of statutory obligations and best practice and that any required policy / procedural changes are implemented

- The post holder will develop and commission a confident, competent and proactive approach that meets the diverse needs of its customers and demonstrates its own effectiveness, efficiency and value for money

**Communication:**

- Prepare and present high-quality reports
- Build relationships and form alliances with external counterparts, communities of practice and stakeholders to understand emerging trends, innovations and current best practice and apply to improvements in service delivery and organisational development
- Liaise with regional Forces, agencies, individuals and professional bodies to develop and maintain links both locally and nationally to foster closer working relationships with them.
- Establish and develop collaborative working with other Police Forces and organisations nationally to achieve improved service delivery and contribution to business outcomes
- To chair regional forums for Qualifications and Assessment, and represent EMS L&D Hub at national forums for this area. Liaise with and act as the link to transactional services to ensure the effective and efficient undertaking of all L&D administrative activity

**Administration:**

- Use Microsoft Office and other ICT software in the preparation of reports, training plans, data and presentations
- Use force systems as required

**General:**

- Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job
- This role description should develop along with the changing demands of policing reflected in regional objectives and priorities
- Be flexible in terms of working location and be prepared to work temporarily at other locations within the region

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

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**Personal Values /Competencies**

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

We analyse critically  
We are innovative and open-minded  
We are emotionally aware

We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity  
Impartiality  
Transparency  
Public Service

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### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- Recruitment Vetting (RV)

**Car User:** Yes (casual use)