

## Assessment Development Manager (Science) – Job Description

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|---------------|--|-----------------|-------------------|
| Job Title:    | Assessment Development Manager – Science & Engineering                                   | Reporting to:   | Managing Director |
| Department:   | SIAS   | Direct Reports: | Developers        |
| Key Contacts: | Institute of Apprenticeships (IfA), LSIS Trailblazer, Employers, Stakeholders, Providers | Location:       | Warrington based  |
| Date Created: | January 2020   | Date Revised:   |                   |

### Job Purpose:

- To scope and collaboratively design and develop apprenticeship End Point Assessments interpreting the assessment plan associated with apprenticeship standards predominantly for the science and engineering industries
- To scope and collaboratively design support materials related to the apprenticeship end point assessment process to support employers and providers with apprenticeship training
- To lead, facilitate and manage the development process, ensuring that projects are delivered to time, cost and quality criteria.
- To project manage the SIAS Development Plan engaging technical/education developers where needed to produce the End Point Assessment materials
- To research possible new product development according to capability, capacity and market opportunity.
- To lead on the building of business cases for development projects and maintain the new product development log.
- To continuously review and maintain End Point Assessment and associated materials
- Where relevant, to provide relevant science/technical expertise to support the development of End point assessments
- With support, engage with stakeholders (e.g. providers, employers, Trailblazer Groups)
- Work collaboratively with colleagues across the business, drawing upon the various technical and customer expertise available and, where necessary, liaising with external agencies and stakeholders to inform the design and development of assessments.
- With colleagues, recruit, support, manage and evaluate writers and subject specialists

### Key Performance Indicators

- All products and services projects are completed on time and to pre-set targets.



- Research opportunities and maintain the new product development log.
- Ensure existing Assessment Products and materials are maintained to a satisfactory standard for all stakeholders.
- Maintain supportive and productive relations with colleagues and stakeholders alike.

### **Essential Knowledge Skills and Qualifications**

- A relevant STEM degree or equivalent level qualification or significant relevant experience of skills product development.
- Knowledge of Apprenticeships including at higher levels.
- Experience of assessment and assessment systems and processes.
- Experience of coordinating a team to deliver a programme of development and reviewing against objectives.
- Experience of working at senior levels with employers and stakeholders.
- Ability to work on own initiative and as a leading member of a team.
- Ability to communicate clearly and accurately with internal and external stakeholders.
- The ability to analyse and interpret data, providing recommendations.
- A problem solver, who is able to get results and is solution focused in the approach to work.
- Ability to work in a rapidly changing and exciting environment.
- Understanding of the current Apprenticeship Reform agenda especially the role of trailblazers for apprenticeship standards development
- Understanding of Awarding Organisations and their activities evidenced through previous experience.

### **Desirable Knowledge Skills and Qualifications**

- Knowledge and understanding of how qualifications are developed.
- Experience of marketing L&D products and services
- Assessor qualification

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

