

## Head of Quality (SIAS) - Vacancy

The successful candidate will be responsible for the strategic direction of Quality within SIAS by ensuring policies, processes and procedures are in place and maintained to a high standard. This will be achieved through working with the Head of Operations and Managing Director to progress SIAS through the Ofqual application and embed the necessary processes within the business.

Fixed term contract for 6 months on a full-time basis, the position will be based in Warrington

### Key Accountabilities

- To lead SIAS through its application and transition of systems and processes to operate as an approved Ofqual provider.
- To develop and implement the annual quality assurance cycle including where necessary the development of policies and procedures and ensuring these are embedded within the business to monitor compliance against.
- The implementation of a regular internal audit cycle ensuring SIAS remains compliant with all relevant regulatory bodies. Ensuring that there is sufficient feedback to SIAS department leads and making sure that any suggested changes are implemented within the business.
- To share knowledge of best practice within the industry by leading on the adoption and implementation of new policies across the business, ensuring adequate training and support throughout the transition as a result of Ofqual approved status.
- To ensure the systems and activities of quality assurance and continuous improvement relating to assessments, delivery and Assessors are implemented in full.
- To foster and manage strong and effective relationships with key stakeholders including ESFA, Ofqual and the Institute for Apprenticeships and Technical Education.
- To lead/support in engagement with external quality assurance provider(s) ensuring requests are actioned in a complete and timely manner for both scheduled submissions and ad hoc requests.
- To work with the Assessment Development Manager to ensure SIAS remains compliant with both assessment design and build, and, assessment monitoring and maintenance.
- To ensure the adequate provision of benchmarking data and analysis to support the review of IEPA associates performance.
- To coach and mentor the SIAS team, by imparting industry knowledge and providing supportive feedback on current practices within SIAS.
- To complete a SIAS RAG report to the Managing Director on Quality processes and practices, and providing this information to the Quality Manager who will support Heads of Department to make the necessary changes to ensure quality is first-class throughout SIAS.

### Knowledge Skills and Qualifications

- A degree or equivalent level science/ engineering qualification or experience
- Relevant experience of leading a quality assurance function within a qualifications / training environment
- An IQA qualification
- Evidence of recent CPD within quality assurance

- Experience of developing and implementing quality strategy and embedding best practice through disseminating knowledge and forging excellent working relationships with team members
- An understanding of apprenticeship standards, qualifications and valid assessment
- An understanding of the training environment of the science industry
- An understanding of the requirements of regulatory bodies such as Ofqual or QAA
- Knowledge and understanding of Ofqual General conditions of recognition
- Ability to analyse, interpret and present complex information and data
- A quality mind-set with a passion for accuracy and attention to detail
- Highly motivated self-starter and network builder, highly focused and driven to achieve goals in line with business targets and deadlines
- Experience of managing team members via a coaching and supportive approach in order to get excellent results
- Adaptable – able to adjust working style to suit the needs of different target audiences
- Relevant experience of business development
- Able to work in an evolving business environment and respond positively to change, contributing own ideas to achieve business aims
- Able to work independently and effectively within a high degree of uncertainty
- Be willing to undertake travel across the UK, which may involve occasional overnight stays

### **Remuneration Package**

- Salary £35,000 to £40,000 per annum dependent on experience
- Pension
- Life Assurance
- 28 days holiday plus 8 bank holidays with the opportunity to buy-back 5 extra days annual leave.
- Optional Private Health Care package
- Employee Assistance Programme
- Bonus Scheme
- On-site parking

To apply please click on the below link

<https://www.cogentskills.com/about/work-for-us/>

Please complete an application form and send it together with a letter of application by Friday 6<sup>th</sup> November 2020 outlining your suitability for this post and how you would ensure success. Interviews will take place via Teams Meeting/Zoom

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion.

Websites: [www.siasuk.com](http://www.siasuk.com) [www.cogentskills.com](http://www.cogentskills.com)