

SIAS Managing Director Job Description

Job Title:	SIAS Managing Director	Reporting to:	CEO Cogent Skills
Department:	SIAS	Direct Reports:	Assessment Service Operations Manager Development and Quality Manager
Key Contacts:	Employers Providers	Location:	Warrington with national travel
Date Created:	November 2014	Date Revised:	Jan 2019

Job Purpose

To lead the SIAS Business Unit taking responsibility for the business performance and providing leadership to the staff.

As a member of the Cogent Skills Leadership Team to engage in the development and delivery of the Group strategy and delivery plans.

Key Accountabilities

- Profit and loss responsibility for the SIAS business.
- Development of the business strategy, 3 year business plan and annual budget.
- Performance management of the SIAS business and monthly reporting into the Cogent Skills performance scorecard and Cogent Skills Board as required.
- Line management of the SIAS Operations Manager to ensure all aspects of End Point Assessment delivery are fulfilled.
- Management of the design, development, maintenance and delivery of new SIAS products and services as planned including end point assessment tests and other associated materials.
- Development of a commercial strategy and plan incorporating marketing and communications to secure and grow the SIAS customer base and market share.
- Leadership of the SIAS team, providing leadership, challenge, guidance, support and training to ensure SIAS quality standards are met and independence of assessment is maintained.
- Lead on continuous improvement of SIAS service, resources, processes and people including associates to ensure the continuing capability and capacity to deliver a growing product portfolio, whilst maintaining quality standards.
- Lead relationship management of key stakeholders, such as Institute of Apprenticeships, Trailblazer Groups and the wider Cogent Skills group.
- Represent SIAS at external meetings and events, including delivering presentations to ensure SIAS's reputation as a leading expert EPAO is enhanced and maintained.
- Ensure that the principles of equal opportunities, diversity and ethnic considerations prevail within the independent assessment service.

Key Performance Indicators

- Delivery of service to the agreed budget.
- Delivery of EPA registrations in line with business plan
- Delivery of end-point assessments (EPA) in line with business plan.
- Development of assessment products in line with business plan.



Essential Knowledge Skills and Qualifications

- A degree or equivalent level qualification or experience within a similar senior role.
- Experience of developing strategy and business plans and managing business risk leading to successful business development and growth.
- Experience of managing a budget and experience of working with finance and management accounts to plan and deliver against targets.
- Experience of planning, managing and delivering a service to the highest quality standards.
- Expertise in all aspects of apprenticeship policy, funding, key Government agencies such as IfA, ESFA and OfQual, and in particular end-point assessment
- Experience of developing and implementing a quality management system for a service with defined processes, procedures and policies.
- Ability to be innovative in the design and delivery of products and/or services
- Ability to develop key messages within a communications strategy and work with marketing to build a brand, attract and retain business.
- Experience of working at a senior level with employers and stakeholders and managing conflicting expectations.
- Ability to communicate clearly with internal and external stakeholders, managing multiple demands and priorities to successful conclusion.

Desirable Knowledge Skills and Qualifications

- Experience of working in the science industry.
- Experience of delivering a skills assessment service.
- Experience of developing assessment tests.
- Understanding of the use of competency frameworks and skills standards.
- Understanding of examining bodies/awarding organisations, their activities and the regulatory regimes, for example OfQual, under which they work.
- Experience of working in partnership with employers and education and training stakeholders.

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.

