

UK SKILLS QUALIFICATIONS OFFICER

Reports to: UK Skills Learning & Development Partner	Responsible for: n/a
Date: July 2010	Salary band: £15,500 - £19,000 pa

Role and Responsibilities

To organise and deliver the appropriate levels of administrative support required to deliver an effective qualification framework and the associated learning and development infrastructure to UK Skills and its partners.

Key Tasks	% time spent
<p>Qualification Administration</p> <ul style="list-style-type: none"> • Establishes and maintains appropriate qualification administration systems to support the UK Skills project • Manages key relationships with external partners, e.g. UK Skills, City & Guilds, FE Colleges, Students, Assessors • Maintains a database of UK Skills/C&G approved Assessors, Internal and External Verifiers • Plans and co-ordinates learner assessments and verification • Manages the registration of students and associated fees with qualification provider/s and where necessary other training providers • Produces regular reports concerning learner progress • Attends and minutes relevant UK Skills/Partner project meetings • Prepares documentation as required for internal and external scrutiny & audit • Administers the complete learner registration and assessment process • Maintains all learner records • Formally liaises with awarding bodies • Ensures learners, assessors and verifiers are fully informed of their roles and responsibilities • Ensures learners receive the correct certificates in a timely manner • Provides advice and guidance to learners, assessors, verifiers on process, regulations, and appeals 	tbc
<p>Virtual Learning Environment (VLE) Management</p> <ul style="list-style-type: none"> • Establishes, maintains and develops an appropriate administration system in line with Data Protection Act guidelines • Ensures appropriate learner details are maintained • Liaises with and manages VLE provider to ensure the VLE is maintained and supported effectively and always remains fit for purpose • Attends update training when required and ensures updates and developments are effectively incorporated by users • Interrogates the system to provide UK Skills with records and reports as required • Supports the development and implementation of the Virtual Learning Portal • Provides a reasonable level of 'help desk' support for VLE users • Develops and delivers a strategy for the wide spread adoption of Moodle and Mahara as an assessment tool within the UK Skills community and its partners 	tbc

Miscellaneous

In addition to the duties listed here, the post holder is required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills, abilities and grade.

Skills and Experience

Essential

- Experience of working in a modern office environment
- Confident user of spreadsheets, word processing, email and databases (preferably MS Office)
- Methodical, with good attention to detail
- Ability to communicate clearly, both verbally and in writing and to produce quality documents
- Self-motivated, with the ability to work on your own initiative
- Experience of providing excellent customer service
- Excellent time management skills, with the ability to prioritise and work to agreed deadlines
- Problem-solving skills, with the ability to remain calm under pressure
- Ability to work as part of a small team

Desirable

- Experience of working within an academic administration environment
- Experience of Moodle/Mahara platforms
- Experience of working in a small business/organisation

Education and Qualifications

Essential

- Educated to GCSE standard or equivalent in English and Maths

Desirable

- Further/higher academic qualifications relevant to the role
- MS Office Suite (Intermediate)
- ECDL

Limits of Authority

tbc

Other Essential

- **Mission, Legal Responsibilities and Policies:** participates in the development of, and adheres to, the Trust's mission and values, plan, practice, and agreed policies
- **Health & Safety:** adheres to Brathay's Health & Safety policy and procedures and any other statutory H&S requirements
- **Equal Opportunities etc:** adheres to Brathay's Equal Opportunities policy, Safeguarding policy and any other policies that may be in force from time to time
- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, holidays etc. Specifically in this role, the jobholder will need to be flexible with regard to occasional travel, evenings and weekends
- **Team-working:** co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time

It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

I understand and accept the above job description and agree to carry out the functions and duties of this post.

Signed:

Date: