



**Information pack for the role of
Further Education (FE) Standards and
Quality Manager
WorldSkills UK
June 2021**

About WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education, and governments. Together, we are using international best practice to raise standards in apprenticeships and technical education so more young people and employers succeed.

We are a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills olympics'. The insights we gain from training as part of this global network help us raise standards across the UK.

We innovate to help employers: by benchmarking with skills systems from across the world to inform policy and practice, ensuring high-quality skills and boosting the UK economy.

We develop educators: by sharing international best practice, to deliver high quality training and assessment.

We inspire young people: whatever their background, to choose high-quality apprenticeships and technical education as a prestigious career route.

Our vision

Apprenticeships and technical education are prestigious career routes for all young people.

Our mission

To improve the quality of apprenticeships and technical education for the benefit of all young people and employers.

Structure and governance

WorldSkills UK has a dynamic, hardworking staff team of around 40 and is structured into three directorates each directorate is led by a Director, or the Deputy CEO and CEO, who form the Senior Leadership Team. WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive to ensure it meets its charitable objectives. The Board is made up of representatives of further education, skills and industry ensuring that the organisation's activities are firmly representative of the audiences and target groups it serves in its work.

Diversity

At WorldSkills UK we strongly value diversity and inclusion and recognise that it is critical to our success. We are committed to creating an inclusive environment for all who work with us and strongly welcome applications from diverse

backgrounds. WorldSkills UK is an equal opportunities employer that encourages applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. We particularly encourage applications from those from diverse groups, such as women, members of the BAME and LGBTQ+ communities, to join us as at WorldSkills UK.

We are a member of the Disability Confident Scheme and guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies, and we are committed to making reasonable adjustments at all stages of the recruitment process for candidates to perform to the best of their ability.



About the role

A unique opportunity has arisen for a highly driven and solutions focused manager with experience of working in a quality improvement role within an education delivery or apprenticeship setting.

The successful candidate will have extensive experience in quality assurance and standards driven frameworks. With a proven track record in multi stakeholder relationship management, the candidate will be able to demonstrate skills in project management, organisation and planning. The successful candidate will have a passion for delivering engaging programmes that develop young people to achieve success in work and life.

Job description

Role: Further Education(FE) Standards and Quality Manager

Grade: Grade C

Directorate: Education and Development

Team: National Competitions, Careers and Inclusion

Manager: Senior National Competitions Manager

Direct reports: National Programme Coordinator

Role purpose

The purpose of this role is to embed UK industry practice, qualification standards and competencies within the WorldSkills UK skills competition development programme. The post holder will contract manage delivery partners to achieve high performance levels and meet grant expectations.

Key tasks and responsibilities:

1. Manage a portfolio of national skills competitions across a range of sectors from engineering to digital skills:

- gain an understanding of the nature of each competition, their operational needs and requirements through meetings (one-to-one and group) with competition organising partners (COPs), educators and industry
- ensure competitions alignment to qualifications, standards and industry practice
- manage contracts with the competition organising partner (COPs), including recruitment, quality assurance, performance reviews and compliance
- provide technical and operational advice, guidance and support on competitions to delivery partners, external stakeholders in education and industry, and internal teams
- undertake mid-year and annual reviews of competition organising partners (COPs) and continually seek to develop new efficient quality procedures
- support competition organising partners (COPs) to understand programme requirements and produce key documentation to a consistent standard of high quality and submitted to agreed timeframes.

2. Lead on quality assurance, monitoring and reporting of competition deliverables and milestones in line with the Quality Assurance Framework:

- develop and maintain a programme of quality control procedures and principles, aligned to the programme level quality assurance framework

- investigate and resolve quality failures within the competition process to ensure eradication of poor quality and improvement of processes and systems
- ensure monitoring and reporting systems are accurate and kept up to date.

3. Implement a delivery and monitoring framework for competition organising partners (COPs):

- carry out regular reviews of competition organising partners (COPs) and support them to continually develop their processes
- provide development support to delivery partners to raise the standard and quality of competitions delivered within their footprint.

4. Ensure the quality of the skill development delivery including embedding national and international best practice:

- ensure that competitions are current and aligned to national and international qualifications and standards
- identify gaps between national and international competition practices and standards and produce an action plan for addressing them.

5. Support the development of new skills competitions:

- review, assess and implement initiatives that create future-proof skills competitions that are sustainable, responsive to employer needs and provide greater alignment to UK economic priorities.

6. Project management:

- take ownership of projects within the National Competitions, Careers and Inclusion team ensuring all deviations from targets (time, money, people etc.) are identified and addressed at the earliest possible stage
- effective coordination of resources (including agencies, suppliers, contractors) to that all project elements are delivered to acceptable standards on time, to budget, and meet the required specification(s)/objective(s).

Other:

- manage, support and motivate allocated staff to successfully deliver activities/tasks
- produce requirement specifications in line with WorldSkills UK's procurement strategies for all outsourced activity
- maintain WorldSkills UK's established management policies for dealing with risks and issues for the National Competitions, Careers and Inclusion team and the wider organisation
- contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives

- all employees are expected to promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with particular reference to those related to Health and Safety and on equality, diversity and inclusion
- any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant changes will be made in consultation with the post holder acknowledging experience, education and ability.

Person specification

Key: [E] Essential / [D] Desirable.

Qualifications and experience:

- experience, knowledge and skills of raising standards using education quality frameworks, industry standards or awarding bodies. [E]
- project management or education related qualification and/ or relevant experience. [E]
- experience of managing complex projects and programmes in the publicly funded sector. [E]
- experience of working within technical and vocational education and training and apprenticeships systems. [E]
- proven track record of multi-stakeholder and relationship management. [E]
- experience of delivering to challenging timelines against multiple, occasionally conflicting, priorities and delivering to time, budget and quality. [E]
- experience of managing successful teams and/or outcomes of learners' in professional and technical education. [D]

Knowledge and skills:

- understanding of current policies in professional and technical education including apprenticeship standards. [E]
- in depth knowledge and experience of implementing Quality Improvement procedures within an education setting. [E]
- strong analytical, problem solving and critical thinking skills. [E]
- responsive, proactive with a can-do attitude. [E]
- skilled in managing multiple projects with a wide range of stakeholders, overseeing activities through effective prioritisation, planning and resource management. [E]
- ability to lead and manage an external network of stakeholders to include individuals, providers and employers. [E]
- experience and knowledge of vocational and technical education, this could be as a practitioner or assessor. [D]

Personal qualities and attributes:

- very reliable and with a high level of probity. [E]
- able to work to own initiative with broad direction. [E]
- able to think creatively and solve problems. [E]
- possess a strong work ethic and desire to achieve results. [E]
- flexible in working methods and ideas. [E]
- excellent team player and collaborative approach to work. [E]
- enthusiastic and able to motivate others. [E]
- respect for diversity and inclusion with practical ideas for their implementation within the scope of the post. [E]

Special circumstances:

- prepared occasionally to work outside normal hours. [E]
- prepared to travel within the United Kingdom. [E]
- able to spend time away from home. [E]

Summary of terms and conditions

- permanent
- the salary for this role is £35,000
- normal place of work is First Floor, 157-197 Buckingham Palace Road, London SW1W 9SP. During the Covid-19 pandemic WorldSkills UK staff are working from home and there is an expectation that this post may start working from home but may be office based in the longer term. However, WorldSkills UK is a flexible employer and welcomes applications from candidates across the UK and will always consider requests to work from other locations on a case-by-case basis subject to business requirements
- minimum of 35 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday although we pride ourselves on having a flexible approach to our working practices and service delivery and are happy to discuss flexible working options with suitable candidates. Occasional weekend work may be required by mutual agreement for which reasonable time off in lieu will be given
- 25 days' annual leave which will increase by one additional day for each completed year of service up to a maximum of 30 days plus public and bank holidays
- the post is subject to six months' probationary period with one months' notice
- the offer of appointment will be subject to satisfactory references
- salaries are paid monthly by direct transfer on or about 21st of the month.

How to apply

WorldSkills UK is committed to making appointments on merit by fair and open processes and uses a blind recruitment approach. Please ensure that you **submit your application in Word** to help us in this process.

Applications should be submitted no later than **9am on Monday 5 July 2021** by email to Meryem Ozbiloglu, Senior Human Resources Manager at jobs@worldskillsuk.org and must include:

- a curriculum vitae detailing your full career history with identifying information removed
- a supporting statement with evidence of your suitability for the role, taking into account the points listed in the role description and person specification (throughout the recruitment process we will be looking for examples and evidence of your experience, knowledge and skills)
- a separate document containing your contact details.

Diversity Monitoring

Applicants are also asked to complete a Diversity Monitoring Questionnaire at <https://www.surveymonkey.co.uk/r/WQS7WS9>.

As an organisation that is continually striving to ensure it is both diverse and inclusive in all areas of its recruitment and employment processes, we would like to collect some additional details from you. This information is classed as sensitive data and you are not obliged to give it to us. You will not be disadvantaged in any way should you choose not to. The information you supply is not used to process your application, nor does anyone directly responsible for the recruitment process ever have access to it. The data is pseudonymised and used by our HR team to understand how best to meet our diversity and inclusivity targets.

Process

It is intended that first-round interviews will be held by video call w/c 12 July 2021. Short-listed candidates will be advised of the process. Second round interviews will be held w/c 19 July 2021.

Reasonable adjustments will be offered to all candidates at every stage of the recruitment process for further information please contact Meryem Ozbiloglu, Senior Human Resources Manager at jobs@worldskillsuk.org