|  |  |  |
| --- | --- | --- |
| **JOB DESCRIPTION** | |  |
|  |  | | |
| **JOB TITLE** | Assessment developer | | |

|  |  |
| --- | --- |
| **JOB HOLDERS NAME** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **HOURS PER WEEK** | 18.5 | **LOCATION** | AIM Awards office or home-based |

|  |
| --- |
| **KEY RELATIONSHIPS** |

*Internal*

* Customer Support Coordinator – End Point Assessment
* Director of Quality and Operations
* Marketing and Brand Standards Manager
* Business and Relationship Lead, creative & cultural Industries

*External*

* Employers
* Occupational experts
* Users of products
* Regulators

|  |
| --- |
| **REPORTS TO** |

* Director of Assessment and Qualifications

|  |
| --- |
| **OVERALL JOB PURPOSE** |

* To coordinate the life cycle for a portfolio of assessments: from consultation, design, development and delivery through to review and evaluation to ensure validity and fitness for purpose
* To provide specialist assessment experience, knowledge of assessment practice, methodology and development of assessment material
* To provide specialist occupational knowledge for own area of expertise

|  |
| --- |
| **KEY RESULT AREAS** |

1. **Assessment development**
   1. To lead the development, implementation and evaluation of a plan to ensure agreed assessments are developed in a timely fashion
   2. Ensure the validity of the development and compliance with relevant requirements and regulation (such as the ESFA, apprenticeship standards, external quality assurers)
   3. Liaise with appropriate employers, occupational experts and organisations throughout the development process
   4. Identify, recruit and coordinate the work of developers and occupational experts, managing potential conflicts of interest associated with the development
   5. Coordinate the testing/trialling of assessments
   6. Maintain an accurate audit trail of the development process
   7. Develop valid, reliable and workable assessment materials, delivery plans and assessment guidance
2. **Assessment review**
   1. Manage a portfolio of assessments, setting a review schedule as appropriate according to risk and usage
   2. Develop and implement feedback mechanisms with stakeholders to continually improve assessments and evidence validity
   3. Coordinate the review of existing assessments, implementing changes where appropriate
   4. Plan and coordinate the withdrawal process for agreed assessments
   5. Continuously review development and review processes and make recommendations for improvements
3. **General**
   1. Have due regard to matters of health and safety in the workplace and abide by the spirit and intention of the AIM Award’s equal opportunities statement at all times
   2. Undertake any other duties as appropriate to the post as requested by the Board of AIM Awards

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5. COMPETENCIES (skills, knowledge, experience)** | **Essential** | | **Desirable** | | **How Checked** |
| **Assessment development** | | | | | |
| *Extensive knowledge of assessment practices* | **√** | |  | | **PS, I, T** |
| *Experience of writing, delivering and evaluating assessments and/or examinations* | **√** | |  | | **PS, I** |
| *Working with diverse stakeholders including employers and training providers* |  | | **√** | | **PS, I** |
| **Education sector** | | | | | |
| *Experience of teaching in a relevant occupational area* | **√** | |  | | **PS, I** |
| *An understanding of cross sector post 16 education* | **√** | |  | | **PS, I** |
| *In depth understanding of vocational education, assessment and delivery* | **√** | |  | | **PS** |
| *Knowledge of the current market place for assessments* |  | | **√** | | **PS, I** |
| **Project management** | | | | | |
| *Experience of project management, showing strong organisation and prioritisation skills with successful delivery outcomes* | **√** | |  | | **PS, I, T** |
| **Effective communication** | | | | | |
| *Communication skills (written and oral)* | | **√** | |  | **PS, I, T** |
| *Persuasiveness* | | **√** | |  | **PS, I** |
| *Presentation skills* | |  | | **√** | **PS** |
| *Interpersonal skills* | | **√** | |  | **PS, I** |
| **Focussed individual** | | | | | |
| *Initiative* | | **√** | |  | **I** |
| *Consistent and high level of accuracy in undertaking work tasks* | | **√** | |  | **PS, T** |
| *Precise and exact attention to detail* | | **√** | |  |  |
| **Planning and organising** | | | | | |
| *Time management* | | **√** | |  | **I, T** |
| *Flexibility in working hours when required* | | **√** | |  | **PS** |
| **Teamwork** | | | | | |
| *Team building/team work* | | **√** | |  | **PS, I** |
| *Flexibility* | | **√** | |  | **PS, I** |
| **Equality** | | | | | |
| *Diversity orientation* | | **√** | |  | **I** |

**How Checked PS** = Personal Statement  **I** = Interview **T** = Task

|  |
| --- |
| **6. AIM Awards Expectations (***Attitude and behaviours that demonstrate commitment, appreciation, respect and compassion for the wellbeing and success of AIM Awards)* |

* You will be a natural researcher
* Your ego will be the lowest priority
* You will consistently inspire everyone else
* You are all about efficiency
* You happily assume any role at any time
* You solve problems before they become disasters
* You can advocate effectively
* You believe honesty is the best policy
* You come to work because you want to, not have to

|  |
| --- |
| **Additional Information** |

This role can be home or office based and will require travel; reasonable travel costs will be paid.

In addition, occasional overnight stays will be required. International visits may also be required.

**AIM Awards reserves the right to review and amend the content and reporting lines of this contract.**