



## PERSON SPECIFICATION

Document control and history	
Document status:	Internal
Owner:	Accountable Officer
Version and date:	Version 4 – July 2018
Summary of revisions to previous version:	Addition of EPA & other responsibilities
Associated documents/ procedures:	Job Description

## AWARDING BODY ADMINISTRATOR

**JOB TITLE:** Awarding Body Administrator  
**RESPONSIBLE TO:** Responsible/Accountable Officer  
**LOCATION:** Leamington Spa office  
**FULL/ PART-TIME:** 2 days per week

**OBJECTIVE:** To ensure the smooth operation and quality assurance of awarding body and end-point assessment processes

### KEY JOB RESPONSIBILITIES:

- Ensure that policies and processes are adhered to including those around centre approval and monitoring; assessor and verifier registration; complaints; appeals; malpractice and maladministration, data protection and equality and diversity
- Maintain QFI documentation on SharePoint, Quartz and QFI's website
- Monitor feedback and ensure high levels of customer satisfaction with QFI's products and service
- Administer QFI's Annual Plan
- Liaise with staff, contractors and customers
- Support the Board of Directors
- Ensure the timely issue of certificates
- Liaise with stakeholders and external organisations, e.g. approved centres, FAB etc.
- Produce management reports
- Ensure accurate and timely reporting to the regulators
- Maintain personal training records and CPD for self and awarding body personnel
- Research LMI for QFI centres UK and overseas business development
- Attend meetings as required
- Write news articles for website, email distribution etc
- Maintain QFI's Social Media accounts via Twitter, LinkedIn etc.
- Maintain assessor/IV schedules
- Monitor qualification lapsing and end dates
- Maintain Sharepoint/ Ofqual equivalent document systems
- Monitor External Verifier visits and reports
- Monitor uptake of Apprenticeship Standards and associated Providers
- Maintain ACE 360 end-point assessment system
- Any other reasonable duties as determined by the Responsible / Accountable Officer



**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Project/contract management
- High standard of Word; Excel; PowerPoint; Outlook; Access
- Understanding of the qualifications systems in Scotland and England
- Knowledge of regulatory requirements relating to awarding bodies
- Knowledge of research methods
- Experienced in producing reports
- Experience of working in a customer facing environment
- Good communication skills, both written and verbal
- Committed to continual improvement
- Great attention to detail
- Office based health and safety awareness
- Understanding of data protection

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