

Role and person profile

Post title:	Production Planning Administrator	Location:	Guildford
Division:	Operations Group	Department:	Production and Logistics
Reports to:	Production Planning Lead	Responsible for:	n/a
Scale:	Scale 3	Permanent/FTC/Temp:	Permanent
Post no:	4129, 4130		

Section 1 – Accountabilities

Main role purpose:

The role will focus on the final stages of the question paper despatch process. Responsibilities include:

1. Collecting data from various areas of the business and printers, in order to predict and monitor volumes of material needed to despatch exam papers to a school/college.
2. Administration of final stage of the production process; approving the final copies of, passing these through to printers and making these available to relevant stakeholders.
3. Liaison with our external printers, secure bag and media suppliers providing them with information and requesting insight into their stock levels and production progress.

This role will support the ongoing relationship with the Assessment Production team in Qualifications and Markers.

See strategy if required <http://thehub.aqa.org.uk/About/2020-strategy>

Key result areas:	Outcomes:
Customer (external or internal)	Build exceptional relationships with our internal and external customers.
	Demonstrates commercial flexibility by undertaking other responsibilities which are of a commensurate level as business needs change.
Cash (finances)	To monitor the levels of material needed to complete the despatch process and act on the insight.
Product and internal processes	Ensure your part in the 'pass for press' process is on time and to standard.
	Regularly share and collect progress updates with colleagues in Production and Logistics and our 3 rd party suppliers
	Receive feedback and learn from mistakes for continuous self-development
	Ensures AQA is safe and legally compliant by applying AQA's policies and other legislative requirements including but not limited to HSE, Equal Opportunities and ISMS.

People and culture	Champions the behaviours and values we wish AQA to be famous for.
	Exemplify the values and behaviours we wish Operations to be famous for. Guide and inspire the team through consistently demonstrating these values and behaviours.

Section 2 – Key relationships and performance

Key internal relationships:

- Assessment Production team in Qualifications and Markets
- Wider Production and Logistics team in Operations

Key external relationships:

- Printers
- Media suppliers
- Secure bag suppliers

Section 3 – Person profile

Knowledge	Assessment
A sound understanding of the education system and assessment systems and the framework through which Awarding Organisations maintain the integrity of their assessments	P
Qualification	
Experience in a similar role	A
Skills	
Ability to build strong stakeholder relationships	I/P
Ability to collect, format and analyse data resolving queries in a fair, logical and transparent manner. building effective inter-departmental plans	I/P
Ability to prioritise competing demands in a complex and fast moving environment	I/P
Receive feedback and learn from mistakes for continuous self-development	I/P
Ability to plan and manage your own workload	I/P
Leadership skills	
Communication	I/P
Flexibility	I/P
Customer/Stakeholder focus	I/P
Personal contribution	I/P
Continuous excellence	I/P
Experience	
Experience of negotiating with internal and external customers	I/P
Successful experience in a similar admin role	I/P
Assessment key (criteria to be assessed at the selection stage) A – application (it is essential to provide evidence on application for shortlisting purposes) I - interview T – test (or work sample) P – probation	