

Role and person profile

Post title:	Assessment Production Lead	Location:	Guildford/Harrogate/Manchester
Division:	Qualifications and Markets	Department:	Product Fulfilment
Responsible to:	Assessment Production Team Manager	Responsible for:	No line management responsibility
Scale:	6	Performer	Core Competency L2
Post no:	3529, 3530, 3531, 3532, 3533, 3534, 3535, 3536, 3537, 3538, 3539, 3540, 3541, 3542, 3543, 3544, 3999T, 4000, 4001, 4082, 4218, 4219, 4220, 4221, 4222, 4223, 4224, 4225, 4226, 4227		

Role Purpose

Responsible for the delivery of operational excellence through the effective management of a range of assessment materials through the production process measured against the delivery plan to the appropriate cost, quality and on time.

Accountable for ensuring appropriate quality control checks are undertaken on a range of assessment materials to ensure the materials produced are fit for purpose and error-free.

Accountabilities

Role specific:

1. Accountable for managing the production of high quality assessment materials to meet customer needs and in accordance with regulatory authority and AQA's design principles.
2. Accountable for checking and approving assessment materials to ensure good practice in assessment expertise is consistently applied in materials, and the correct house style and formatting has been applied in the production of high quality, error-free, fit for purpose materials.
3. Engage with, and use feedback from, a range of internal and external stakeholders in order to enhance the quality and timeliness of the production of assessment materials and identify and implement improvements.
4. Manage day-to-day relationships with Senior Associates to develop assessment materials, ensuring adherence to the process and input into the performance management process.
5. Maintain an ongoing, proactive and responsive engagement with the Assessment Production Team manager(s) to ensure that assessment materials are delivered to plan and to liaise with the wider team as required.
6. Work collaboratively with a team of Assessment Production coordinators who are responsible for the production of a number of high quality assessment materials.
7. First line of support for Senior Associates with technical queries.

8. Liaise with the Assessment and Curriculum function as required, attend planning and review meetings and contribute to the shaping of the blueprint and review of previous paper performance.
9. Ensure, as appropriate, the confidentiality, integrity and availability of information being held, accessed or processed within the remit of the post.

General accountabilities

1. To comply with all AQA's policies and other legislative requirements, including but not limited to HSE, Equal Opportunities and ISMS.
2. Where business needs change, to undertake other responsibilities which are of a commensurate level outside the terms of this role profile.
3. To utilise the available range of digital tools for communication, content creation and information processing in order to work effectively and efficiently. To maintain digital skills to meet business need.

Person profile

Behaviours – holding the Customer at the heart of all we do <i>[the role holder will be able to demonstrate the mindset that drives the following behaviours]</i>	Assessment
Collaborative: works with others to achieve the organisation and team vision, contributing expertise and developing self and others to achieve excellence	A/I/P
Innovative: challenges self and others to create solutions and strives for improved ways of working	A/I/P
Empowered: understands individual part to play in achieving success; takes ownership and accepts accountability	A/I/P
Positive: takes a flexible, forward looking, solutions focused approach	A/I/P
Ambitious: Consistently aiming high and delivering for our customers	A/I/P
Knowledge and Skills <i>[the role holder will be able to demonstrate the following role/subject specific knowledge and skills]</i>	
Broad understanding of the educational and business context within which AQA works	A
Excellent organisation and planning skills	A/I/P
Excellent attention to detail and accuracy	A/I/P/T
Consult, influence and negotiate with a wide range of audiences both internally and externally	A/I/P
Build positive and productive relationships with colleagues, customers and stakeholders	A/I/P
Demonstrate excellent communication skills verbally and in writing	A/I/P/T
Work effectively as part of a team and cross-functional teams to achieve goals and objectives	A/I/P
Lead, plan and implement project-type activity	A/I/P
Initiate improvements to products, systems and procedures	A/I/P
Meet targets in a changing environment	A/I/P
Influence and motivate staff to deliver against optimal quality and performance standards	A/I/P
Ability to use technology and techniques to enhance quality	A/I/P
Ability to resolve problems, adapt to change and provide clear direction to achieve objectives	A/I/P

Core Competencies [*the role holder will be able to demonstrate proficiency in the following core competencies to a level appropriate to the role – the three competency levels are defined in the Q&M competency framework*]

Customer service	L2
Developing and managing self	L2
Leadership	L1
Planning and organising	L2
Change management	L2
Effective communication	L2
Problem solving	L2
Commercial focus	L1

Qualifications and Experience

[*the role holder will have the following qualifications and experience required for the role, including any regulatory or compliance requirements*]

Degree or equivalent qualification or relevant appropriate experience	A
Experience of managing an end-to-end process and monitoring progress against plans.	A/I
Delivery of multiple plans to time and quality	A
Experience of working with a range of stakeholders	A/I

AQA's Behaviour Framework which is assessed through the selection/probation process

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