

## Skills and Pathways Development Officer (2 posts)

**Salary:** £41,778 - £44,007 per annum pro-rata (Grade 9)

**Contract type:** Part-time, Fixed term until 30 September 2026, with the potential to extend.

We are excited to be inviting applications for two new Skills and Pathways Development Officers to join our team. The successful applicants will be instrumental in growing our portfolio of qualifications.

### The role

The post holders will manage the development of a portfolio of new and/or reformed skills-based qualifications, including new qualifications being developed to support the Curriculum for Wales. The work will involve collaborative working with internal Qualification Development Officers and Subject Officers, and external stakeholders as well as commissioning and quality assuring work from external Appointees engaged to write qualification content and associated guidance..

### About you

We are particularly interested in hearing from individuals who have prior experience of developing skills based qualifications, and knowledge and understanding of current qualification reform in Wales and/or England. If you have experience of, and a passion for, learning and assessment, we would love to hear from you.

### The benefits

WJEC is proud to offer a variety of benefits, including 25 days annual leave together with 16 days statutory and additional holidays, free Welsh language courses, a generous pension scheme and numerous family friendly policies.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact Fliss in our HR team ([HR@wjec.co.uk](mailto:HR@wjec.co.uk)), who will be more than happy to help.

Please visit [our website](#) to download a copy of the job description and application form.

**Closing date: *Wednesday 14 May 2025***

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Skills and Pathways Development Officer</b>
<b>Department:</b>	Qualifications Directorate
<b>Section:</b>	Qualifications
<b>Responsible to:</b>	Assistant Director: Qualifications Development
<b>Grade:</b>	
<b>Location:</b>	Western Avenue, Cardiff
<b>Main purpose of Job:</b>	

The post of Skills and Pathways Development Officer is central to our approach to qualifications development<sup>1</sup> at WJEC.

Each Skills and Pathways Development Officer will work closely with subject officers, appointees, qualification development officers, members of the qualifications support team (QST) and assistant directors to manage the development of a portfolio of skills and pathways units and qualifications to a high degree of service delivery, stakeholder focus and in line with WJEC design principles and processes.

The Skills and Pathways Development Officers will be closely involved at each stage of unit and qualification development, from initial engagement with subject/qualification officers and subject development groups to the publication of approved/accredited/regulated specifications and associated guidance for delivery/assessment.

The Skills and Pathways Development Officers will work closely with the relevant subject/qualification officers and appointees throughout the development process to ensure that high quality materials are submitted to qualification regulators as appropriate, and that each stage of the process runs to the schedule agreed with the regulator/department.

The Skills and Pathways Development Officers will also work with the QST and assistant directors to produce process and guidance materials to support future qualifications development activity at WJEC.

## **Principal Duties and Responsibilities:**

### **Management of the Qualifications Development Process**

#### **General responsibilities within qualifications development**

- Develop detailed understanding of the policies, guidance and advice in relation to qualifications policy, assessment, design rules, quality standards and process requirements, ensuring consistent application of policies and processes; and contributing to the development of such policies and processes as required
- Contribute to the continuous improvement of qualifications within WJEC
- Work with the relevant subject/qualification officer to plan, organise and implement arrangements for unit and qualification development
- Through appointing, leading and co-ordinating the work of appointees and relevant WJEC staff, ensure the relevant portfolio of units and qualifications is developed consistently to meet external stakeholder needs and WJEC quality standards
- Ensure that WJEC has available suitable teams of appointees to contribute to the development of skills and pathways units and associated delivery and assessment guidance
- Motivate and support teams, and ensure that appointees are provided with appropriate advice to fulfil their roles effectively and deliver required outputs to agreed schedules
- Where appropriate, produce guidance notes and support materials for appointees
- Work with the relevant subject officer to monitor and evaluate the performance of appointees contributing to the development of units and associated delivery and assessment guidance and, when necessary, appoint replacement appointees
- Prepare and present reports for the Qualifications Development Management Group (QDMG) and other internal groups as required
- Proactively manage and co-ordinate consultation with centres over proposed changes, where appropriate.

#### **Specific responsibilities within the qualification development process**

The following responsibilities apply throughout the development process, though their precise nature will vary depending on the stage of development, i.e. preparing for the first submission to the regulator/department, preparing resubmission(s) following feedback from the regulator/department; after the qualification has been approved/accredited.

- Work with the qualification/subject officer on the proposal to develop new, reformed or amended units and qualifications
- Convene a Qualification Development Advisory Group (QDAG) or focus groups, inviting key stakeholders identified by the qualification/subject officer and/or recruited through an open recruitment process
- Confirm the process and time schedule for submission
- Co-ordinate and monitor production of the draft units and associated delivery and assessment guidance,
- Complete written responses to the regulator/department's feedback report for resubmissions
- Attend Qualifications Development Operational Group (QDOG) meetings when appropriate, providing information and guidance on the qualification in development
- Prepare materials for presentation to the Qualification Development Advisory Group (QDAG)
- Liaise with QST in the final QA of draft materials and confirm that all necessary QA checks have been undertaken
- Convene a meeting with the subject officer and assistant director to confirm materials are ready for submission

## **Communicating with subject officers, appointees and others**

- Inform qualification/subject officers of progress within the unit and qualifications development process, to agreed milestones
- Ensure that appointees are fully informed of the qualification/subject officer's advice and feedback on draft materials
- Provide guidance material where appropriate for appointees and others involved in the qualifications development process
- Represent WJEC in qualifications development meetings with the regulator/department.

## **Materials Production**

For each qualification within the portfolio allocated to the Qualifications Development Officer:

- Provide overall quality assurance across all aspects of new, reformed and amended units, specifications and associated delivery and assessment guidance, rationale documents, Centre Assessment Standards Scrutiny (CASS) strategies, and written responses to feedback reports
- Liaise with qualification/subject officers, appointees, and QST to manage the draft amended units, specifications and associated delivery and assessment guidance, and rationale/CASS strategy production process for the initial submission and subsequent resubmissions.

## **Budget responsibility**

- Work with the Assistant Director and to manage relevant budgets, and to contribute to relevant financial planning and monitoring activities for qualifications development activities.

## **Other Responsibilities**

- Assist in the identification and appointment of subject experts to write units and associated delivery and assessment guidance, monitoring their work and the appraisal of their performance, where appropriate
- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post

## Person Specification

<b>Job title:</b>	Skills and Pathways Development Officer
<b>Department:</b>	Qualifications Directorate

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

## Skills and Abilities

### Highly desirable

- Well-developed written and verbal communication skills, with the ability to explain complex subject material to a variety of audiences, including via presentation.
- A high level of numeracy, with the ability to analyse, interpret and present data to inform decision making.
- Self-driven, with the ability to independently plan, organise and prioritise own and others' workload to meet tight deadlines.
- Thrives in roles which involve managing multiple workstreams and working fast paced for extended periods.
- An excellent eye-for detail and ability to apply this to tasks such as proof-reading, quality assurance, data auditing and progress monitoring.
- Good computer literacy, with confidence using Microsoft Office (particularly: Teams, Word, Excel and PowerPoint) and the ability to learn new software with minimal supervision.
- Excellent interpersonal and team-working skills, with the ability to build and foster good working relationships with others.
- An analytical problem solver, comfortable using initiative and creativity to resolve novel or complex problems in work.

### Desirable

- Welsh language skills
- Basic financial aptitude and experience, with the ability to apply these skills to budget management.

## Knowledge

### Highly desirable

- Knowledge and understanding of:
  - the main features of the regulated qualifications system
  - the development of learning outcomes/aims and assessment criteria.

### Desirable

- Knowledge and understanding of qualifications regulation including:
  - Approval criteria / qualification-level conditions.
  - credit and levelling techniques
  - assessment techniques and their application.

## Experience

### Highly desirable

- Experience of using formal or semi-formal project management techniques.
- Line-management experience, with previous experience of delegating work to others.
- Prior experience working in a regulated environment

### Desirable

- Assessing or Teaching experience
- Internal or External Quality Assurance experience

- Previous experience developing units based on learning outcomes/aims and assessment criteria

<b>Training / Qualifications</b>	
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**Highly desirable**

- Degree and/or equivalent qualification.
- PGCE qualification.

<b>Other</b>	
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**Highly desirable**

- An ambassador for change, with the ability to adapt to changing circumstances
- Appreciation of equalities issues within the education sector.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
<b>Teitl y Swydd / Job Title:</b>	Skills and Pathways Development Officer		
<b>Cyflog / Salary:</b>	£41,778 - £44,007per annum pro-rata	<b>Gradd / Grade:</b>	9
<b>Gwyliau Blynnyddol / Annual Leave:</b>	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays.		
<b>Pensiwn / Pension:</b>	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
<b>Math o Gytundeb:</b>		<b>Contract Type:</b>	
<input type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input checked="" type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		<b>Nifer yr oriau yr wythnos / No of hrs per week</b> <b>Diwedd y Tymor / End of Term</b> 30.09.2026 (potential to extend) <b>Diwedd y Tymor / End of Term</b> <b>Nifer yr oriau yr wythnos / No of hrs per week</b>	
<b>Dull Ymgeisio:</b>		<b>Method of Application:</b>	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at <a href="mailto:ad@cbac.co.uk">ad@cbac.co.uk</a> erbyn <b>23:59; Dydd Mercher 14 Mai 2025.</b> Completed forms should be sent by email to <a href="mailto:hr@wjec.co.uk">hr@wjec.co.uk</a> by <b>23:59; Wednesday 14 May 2025.</b>			