

Head of Regulatory Reporting and Statistics

Salary: £68,568 - £75,298 per annum (Grade 15)

Contract type: Full-time (36.5 hours per week), Permanent

The challenge:

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic opportunity to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role:

As Head of Regulatory Reporting & Statistics at WJEC, you'll lead the teams responsible for technical aspects relating to our standards, data reporting, and research activities across both General and Vocational qualifications. You will represent WJEC at JCQ and key regulatory forums relating to data sharing/reporting; ensuring our voice is heard and that our data submissions are a benchmark for quality and reliability.

In this leadership role, you'll oversee the production, validation, and timely delivery of all regulatory statistical outputs as well as cohort-level provisional and final results. You'll contribute to key department activities within the annual awarding cycle, developing and managing robust processes that support awarding decisions and the issuing of results, all aligned to WJEC's wider strategic vision. You'll work closely with other awarding organisations, contribute to collective standards activity, and provide expert advice on research, technical, and statistical issues.

The person:

This is an excellent opportunity for someone who has great interpersonal skills and invokes credibility and trust from a range of stakeholders in difficult or conflicting circumstances. They'll have leadership experience and be able to demonstrate good people-management skills. Notable experience in statistics and/or a similar data quality assurance role will be key. Welsh language skills are not essential but the willingness to learn is always valued.

Our benefits

We operate a hybrid working model, enabling the successful candidate to split their time between WJEC offices and working at home, subject to business need. As such, applications are invited from individuals across the UK but please note that regular working from our Cardiff offices will be required – whilst flexibility can be discussed, this team currently attend the office, on average, 4 days per month.

If you would like to know more about the position or about working for WJEC, please contact our HR team (HR@wjec.co.uk) who would be more than happy to speak to you. Please visit our website to download a copy of the job description and application form.

Closing date: 08:00, Monday 22 September 2025

Interviews are anticipated to be held in person, on Monday 06 October 2025

JOB DESCRIPTION

Job Title:	Head of Regulatory Reporting and Statistics
Department:	Qualifications and Assessment
Section:	Standards & Research
Responsible to:	Assistant Director: Standards and Research
Grade:	15
Location:	Western Avenue / Hybrid
Main purpose of Job:	

The Head of Regulatory Reporting and Statistics is responsible for overseeing the production and validation of all scheduled and ad-hoc statistical outputs for General and Vocational regulatory reports. They are also responsible for provisional and final cohort level results outputs. They contribute to the on-going work of the Standards & Research team, including involvement in the annual awarding cycle, collaborating in collective activity with other awarding organisations, advising on research and statistical/technical issues and using appropriate data handling systems to deliver timely information including relevant statistical analyses.

Principal Duties and Responsibilities:

Regulatory reporting

- To ensure that data returns to regulators are produced, quality assured and delivered on time and in line with regulatory requirements (Condition B4). As well as assuring relevant processes are adequately documented.
- To represent WJEC at JCQ and regulatory meetings relating to data sharing and reporting.
- To lead the internal Regulatory Data Issues Group, promoting excellent cross-team collaboration to ensure effective data provision for regulatory reporting.

Awarding and Standards

- Working with the Head of Research & Statistical Analysis, manage WJEC's engagement on technical and statistical matters relevant to regulatory initiatives relating to setting and maintaining the standards of qualifications, including in the context of qualification reform.
- Working with the Head of Research & Statistical Analysis, ensure that the statistical and technical materials required to award in line with WJEC's plans and regulatory requirements are produced, and quality assured in full.
- Agree and sign off awarding outcomes, with subject officers and Chairs of Examiners, on time and in line with regulatory requirements.

Leading and Managing

- To oversee the process and staff producing and quality assuring the work, including setting objectives, monitoring and recording progress.
- Manage and mentor a technical team, providing guidance, support, and professional development opportunities.
- To be responsible for performance management of team members including managing probation/PMR, setting objectives and supporting their delivery.
- Inspire and support continuous improvement opportunities relevant to the department.

Other

- To deputise for the Assistant Director: Standards & Research.
- To liaise with external agencies such as JCQ, other awarding bodies and regulators and to represent WJEC on working panels and meetings.
- 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	
Job Title:	Head of Regulatory Reporting and Statistics
Department:	Standards & Research
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

- Organisation skills: Ability to define, organise, prioritise and complete a varied set of tasks, for oneself and for the team, accounting for changes in business priorities and resource requirements.
- An eye for detail and ability to work accurately with data: Able to create and oversee the application of validation rules, quality controls, and/or quality assurance processes which ensure the veracity of all outputs, and identify and resolve data consistency and other issues, which emerge through the production of statistics.
- Communication skills: including oral, written and presentation. Able to interpret statistical and/or complex matters for a range of audiences and act as a point for consultation in designing data capture and retrieval systems.
- Project coordination skills: the ability to plan clearly, assess resource requirements for programmes of work accurately, identify risks and appropriate mitigations and respond to changing requirements calmly and coherently, prioritising where necessary.

Desirable

- Enhanced IT Skills, with the ability to use specialist statistical software (eg Stata, R, SPSS, SAS) and write code.
- Ability to work through the medium of Welsh

Knowledge

Highly desirable

- Knowledge of the processes required to produce high-quality, accurate, statistics for a variety of audiences.
- An understanding of submitting data to regulators.

Desirable

- Knowledge of the UK examination systems.

Experience

Highly desirable

- Experience of leading and managing staff; delegating work, monitoring performance and providing pastoral care for a team.
- A thorough background in statistics with experience running data-analysis projects for a range of audiences and/or publications.

Desirable

- Experience of producing and quality assuring statistics and application of quantitative methods in other contexts.
- Experience of working in an organisation with regulatory, political and other external pressures
- Evidenced contribution to the development of policies, procedures and/or guidance documents

Training / Qualifications	
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Highly desirable

- Honours degree or equivalent qualification/professional experience, with substantive mathematics and/or quantitative analysis methods.

Desirable

- Postgraduate qualification which included substantive use of mathematics and/or quantitative analysis methods.

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service			
Teitl y Swydd / Job Title:		Pennaeth Adrodd Rheoleiddiol ac Ystadegau / Head of Regulatory Reporting and Statistics	
Cyflog / Salary:	£68,568 - £75,198 y flwyddyn (pro-rata lle y bo'n gymwys) / per annum (pro-rata where relevant)	Gradd / Grade:	15
Gwyliau Blynnyddol / Annual Leave:	25 diwrnod (182.5 awr) y flwyddyn. Mae CBAC hefyd yn darparu 16 diwrnod (116.8 awr) i gyfrif am Wyliau Cyhoeddus a chyfnodau Cau CBAC (gwyliau ychwanegol). Mae'r lwfansau hyn yn cael eu haddasu ar gyfer staff sy'n gweithio'n rhan-amser neu batrymau gweithio cywasgedig. 25 days (182.5 hours) per annum. WJEC also provides 16 days (116.8 hours) to account for Bank Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff who work part-time or compressed working patterns.		
Pensiwn / Pension:	Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol. The provision of the Local Government Pension Scheme (LGPS) applies.		
Math o Gytundeb / Contract Type:			
Oriau Gwaith / Working Hours:		Hyd y Contract / Length of Contract:	
<input checked="" type="checkbox"/> Llawn-amser / Full-time		<input checked="" type="checkbox"/> Parhaol / Permanent	
<input type="checkbox"/> Rhan-amser / Part-time Nifer yr oriau yr wythnos / No. of hrs per week: 36.5		<input type="checkbox"/> Tymor penodol / Fixed-term Dyddiad gorffen arfaethedig / Planned end date: Rheswm dros y cyfnod penodol / Reason for fixed-term:	
Arall / Other:			
Cyfnodau prysur llwyth gwaith / Workload Peaks:		Gorffennaf-Awst yn flynyddol / July-August annually	
Dull Ymgeisio / Method of Application:			
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 08:00, dydd Llun 22 Medi 2025. Rhagwelir cynnal cyfweiliadau wyneb yn wyneb, ar dydd Llun 06 Hydref 2025. Completed forms should be sent by email to HR@wjec.co.uk by 08:00, Monday 22 September 2025. Interviews are anticipated to be held in person, on Monday 06 October 2025.			