Governance & Quality Manager / Lead
Contract type: Full-time (36.5 hours per week), Permanent
Salary: £36,813 - £38,592 per annum (Grade 8)

WJEC are excited to be welcoming applications for a new role to the organisation: Governance & Quality Manager / Lead!

The role
Working as part of our Governance team, you will manage and maintain the current ISO27001 accreditation and future related accreditations. Working with both internal and external stakeholders, you will be responsible for ensuring that compliance documentation is up to date, prepare monthly reporting, and conduct gap analysis on new standards and requirements. You will also be responsible for leading on annual reviews for data-related policies, working with risk owners on risk mitigation strategies and developing training programmes for staff.

About you
To thrive in this role, you will be a strong communicator and self-motivated individual with an ability to influence stakeholders. You will be confident in inspiring a proactive approach to information security and governance by working with different teams and policy owners across WJEC. You will also have excellent written communication skills, with the ability to write and present to diverse audiences.

Our benefits:
At WJEC, we pride in being an inclusive and supportive place to work. Alongside hybrid working, we also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a highly competitive pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

To find out more about the role, or about working for us, please do not hesitate to contact our HR team (HR@wjec.co.uk), who will be more than happy to answer your questions.

Please visit our website to download a copy of the job description and application form.

Closing date: 23:59 Sunday 17 March 2024

JOB DESCRIPTION

Job Title:	**Governance & Quality Manager / Lead**
Department:	Chief Executive
Responsible to:	Head of Governance
Grade:	Grade TBC
Location:	Western Avenue/Treforest – Hybrid

Main purpose of Job:

Reporting to the Head of Governance, this is a new role in the central team in the Chief Executive's Office.

The Governance & Quality Manager will focus on maintaining the ISO27001 accreditation, and leading the work to embed this approach across WJEC. Many of these policies in this area overlap with other regulatory requirements, so there will be opportunities to support WJEC's risk management approach, and its compliance with the General Conditions of Recognition.

Good stakeholder engagement skills are a must – this role will involve working with teams and policy owners in different areas of WJEC to encourage a proactive approach to information security and governance.

Principal Duties and Responsibilities:

- ISO Standards Management:
    - Lead the ongoing maintenance and improvement of ISO27001 and future related accreditations.
    - Ensure that all supporting compliance documentation within the Information Security Management System, supporting policies and standards are accurate, up to date and available.
    - Prepare monthly reporting for Information Security Leadership Board, and prepare papers for the Executive Leadership Team, Board and its sub-committees as needed.
    - Conduct gap analysis on new standards and requirements
    - Provide oversight for internal and external audits related to ISO standards, ensuring timely and successful completion

- Data Protection:
    - Support the Chief Digital Officer and Head of Governance in responding to data protection-related queries from colleagues.
    - Lead on annual reviews for data-related policies, such as WJEC's Privacy Notice

- Governance and Policy Development: Develop, implement, and maintain robust governance structures and policies in line with regulatory requirements and best practices.

- Risk Management: Assess and manage identified risks across WJEC, and work with risk owners to develop and implement comprehensive risk mitigation strategies.

- Stakeholder engagement: Work with stakeholders across the business to ensure that remediation plans are created and acted upon to support accreditations and regulatory requirements.

- Staff Training and Development: Instigate training programmes for staff on compliance, governance, quality and risk management practices.

Person Specification

Job Title:	**Governance & Quality Manager / Lead**
Department:	Chief Executive

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
- Passionate about supporting colleagues across WJEC in developing and maintaining the information security standards required to enable ISO27001 re-accreditation.
- Able to work in partnership and with people at all levels, demonstrating strong skills in networking, influencing and co-ordinating.
- Excellent communication skills; writing and presenting to diverse audiences plus creation of training materials.
- Strong stakeholder engagement and interpersonal skills with the ability to influence senior stakeholders, with an ethical and transparent approach to working.
- Resilient – comfortable working on multiple projects within a fast paced, fast changing, and challenging working environment
- Strong sense of ethics, a person with integrity
- Ability to work. independently as well as part of a team.
- Flexible, able to change business plans as circumstances change.

Desirable
- Welsh language skills
- PRINCE2 or similar project management qualifications

Knowledge and Experience

Highly desirable
- Proven subject matter expertise in ISO27001.
- Knowledge of risk management as well as a strong understanding of regulation and legislation
- Proven ability in planning, organising and project management; able to prioritise multiple workstreams and meet key deadlines.
- Engaging, able to collaborate and bring colleagues on board with new governance frameworks.

Desirable

- Knowledge of trends relating to responsible business practices

Training / Qualifications

Highly desirable
- Continuous Professional Development, with a focus on ISO27001

Telerau ac Amodau Gwasanaeth	Terms and Conditions of Service

Teitl y Swydd / Job Title:	Rheolwr / Arweinydd Llywodraethiant ac Ansawdd / Governance & Quality Manager / Lead		
Cyflog / Salary:	£36,813 - £38,952 y flwyddyn / per annum	**Gradd/ Grade:**	8
Gwyliau Blynyddol / Annual Leave:	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.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		

Math o Gytundeb:		Contract Type:	

☒ Llawn-amser / Full Time

☐ Rhan-amser / Part Time

☐ Llawn-amser Tymor Cyfyngedig / Full Time Limited Term

☐ Rhan-amser Tymor Cyfyngedig / Part Time Limited Term

Nifer yr oriau yr wythnos **No of hrs per week**	
Diwedd y Tymor **End of Term**	
Diwedd y Tymor **End of Term**	/ /
Nifer yr oriau yr wythnos **No of hrs per week**	36.5

Dull Ymgeisio:	Method of Application:

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn **23:59; dydd Sul 17 Mawrth 2024**.

Completed forms should be sent by email to hr@wjec.co.uk by **23:59; Sunday 17 March 2024**.