

Qualifications Manager (Qualification Development)

Salary: £46,938 - £50,961 per annum (Grade 10)

Contract type: Full-time (36.5 hours per week), Fixed-term until 31 October 2027

Following staff secondment, we are excited to advertise an opportunity for a Manager within our Qualification Development team.

The role

Alongside managing a small team of Qualification Development Support Officers and our Administrative Team Co-ordinator, the successful candidate will coordinate the programme of general and vocational qualifications development, review, evaluation and amendment. We have an extensive programme of general and vocational qualification development ahead, so the role promises to be engaging and varied for the right candidate.

About you

Candidates will have an aptitude for project management and co-ordination. They'll enjoy interacting with others and have excellent communication skills in support of this. Ideally, candidates will come from the education or awarding body sector, with an understanding of qualification development processes across England and Wales.

The role is available on a fixed-term basis from 1st October to cover a period of maternity leave.

Benefits

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays) adjusted for part-time/compressed working patterns, free Welsh lessons, a generous 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.

WJEC operates 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 / Treforest offices will be required and whilst flexibility can be discussed, this team currently attend the office, on average, once per week. Welsh language skills are not essential but the willingness to learn is always valued.

To find out more about the role, or about working for us, please do not hesitate to contact XX (GENDER PRONOUNS) (EMAIL) who would 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, 19 July 2026

Interviews are anticipated to be held in person, in week commencing 3 August 2026.



245 Western Avenue, Cardiff CF5, 2YX
 Tel 029 2026 5002 / 5189 / 5015
 www.wjec.co.uk

JOB DESCRIPTION

Job title	Qualifications Manager (Qualification Development)
Department:	Qualifications and Assessment Delivery
Section:	Qualifications Support Team
Responsible to:	Head of Portfolio Management
Grade:	10
Location:	Western Avenue
Main purpose of Job:	

Working within the Qualifications and Assessment Delivery Directorate, the Qualifications Manager coordinates the development and maintenance of general and vocational qualifications, working with senior leaders and QDOs to deliver the programme. The role leads on reviewing and evaluating existing qualifications, deploys staff to meet delivery needs, supports key projects, and represents senior management at internal and external meetings.

Principal Duties and Responsibilities:

Qualification Development

Manage the programme of general and vocational qualifications development, by:

- ensuring effective planning, scheduling and delivery of new general and vocational qualifications and changes to existing qualifications, ensuring there is visibility of qualification development activity across the organisation.
- coordinating and servicing internal Qualification Development Monitoring Group meetings (QDMG).
- ensuring that materials for accreditation and approval, and related documents are delivered accurately and on time, as determined by the internal timelines and those agreed with the regulators.
- ensuring the effective management of qualification data and regulatory systems
- working with the Qualifications Operationalising Manager to inform activity relating to the operationalising of new qualifications and changes to existing qualifications.
- coordinating and tracking the translation of qualification materials
- working with the Project Manager to ensure that the qualification development workstream planning and reporting is aligned with overall qualification planning and reporting, including reporting associated risks and issues.
- coordinating and servicing meetings, including the overarching external GCSE and related qualifications Development Advisory Group, internal qualification specific QDMG meetings and development pre-requisites workstream meetings.
- liaising with the marketing team to develop and coordinate communications, including updates to the WJEC/CBAC websites.

Qualification Maintenance

Coordinate the process of monitoring, reviewing and refining existing qualifications, by:

- managing stakeholder surveys and consultations in line with the qualifications monitoring policy.
- providing information and data to help inform the decisions regarding the review, redevelopment, and amendment of qualifications.
- tracking and coordinating the amendment of qualifications and associated actions.

Management of Staff

- Lead, develop and manage a small team, ensuring work is appropriately allocated and that employees have the skills, knowledge, resources and support required to fulfil their role.
- Provide training, guidance and support to the team to specific qualification developments.
- Manage the welfare, wellbeing, and professional development of the team by undertaking regular one-to-ones, setting objectives and supporting CPD initiatives.
- Manage resources to actively deliver in line with organisational requirements.
- Ensure appropriate support is available and allocated for the Qualifications function including formatting documents, managing version control of qualification documents, quality assurance, copyright permissions, servicing meetings, stakeholder engagement and liaising with Marketing on the publication of materials on WJEC websites.

High Level Support

- Provide project management support for specified areas of work identified by the Head of Portfolio Management, the Assistant Directors (qualification development) and the Director of Qualifications and Assessment Delivery.
- Represent WJEC in internal and external meetings, deputising for the Head of Portfolio Management, the Assistant Directors (qualification development) as required and in particular on relevant internal working groups and committees to ensure that decisions are implemented.

Other

- 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	
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Job title:	Qualifications Manager (Qualification Development)
Department:	Qualifications Support Team

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	
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Highly desirable:

- Proficient in the use of IT, particularly Microsoft Office programmes (including Outlook, Word and Excel) and confident learning new technologies/software.
- Excellent oral and written communication skills, with the ability to apply these to a range of communication methods, including presentations.
- Ability to organise, prioritise and complete a varied workload independently, working calmly and carefully under pressure.
- An excellent eye-for detail and ability to apply this to tasks such as proof-reading, data auditing and progress monitoring.

Desirable

- A high level of numeracy, including statistical competency and the ability to manipulate, interpret and comment on numerical information.
- Welsh language skills, both written and oral.

Knowledge	
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Highly desirable:

- Basic understanding of qualification development processes within the UK
- Knowledge of project management principles, tools and techniques.

Desirable:

- An awareness of the education landscape across England, Wales and Northern Ireland

Experience	
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Highly desirable:

- Experience supervising and/or managing staff, including delegation of work, pastoral care and overseeing personal development.
- Experience of solving complex and novel problems pragmatically, within a framework of rules/regulations with due consideration to risk and appropriate contingency plans.

Desirable

- Experience reviewing and manipulating quantitative and/or qualitative data, turning these into recommendation reports for management teams.
- Experience working within the educational sector, in a similar role.

Training / Qualifications

Highly desirable:

- Academic or professional qualification in a relevant subject to at degree level (or equivalent professional experience)
- a record of continuing professional development.

Desirable:

- A project management qualification or equivalent professional experience.

Other Requirements

Highly desirable

- A resilient and confident team player, with a collaborative ethos and flexible approach to work.

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / <i>Job Title:</i>	Rheolwr Tîm (Datblygu Cymwysterau) / <i>Qualifications Manager (Qualification Development)</i>		
Cyflog / <i>Salary:</i>	£46,938-£50,961 y flwyddyn (pro-rata lle y bo'n gymwys / <i>£46,938-£50,961 per annum (pro-rata where relevant)</i>	Gradd / <i>Grade:</i>	10
Gwyliau Blynnyddol / <i>Annual Leave:</i>	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. <i>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.</i>		
Pensiwn / <i>Pension:</i>	Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol. <i>The provision of the Local Government Pension Scheme (LGPS) applies.</i>		
Math o Gytundeb / Contract Type:			
Oriau Gwaith / Working Hours:		Hyd y Contract / Length of Contract:	
☐ Llawm-amser / Full-time		☐ Parhaol / Permanent	
☐ Rhan-amser / Part-time		☐ Tymor penodol / Fixed-term	
Nifer yr oriau yr wythnos / <i>No. of hrs per week:</i> 36.5		Dyddiad gorffen arfaethedig / <i>Planned end date:</i> Rheswm dros y cyfnod penodol / <i>Reason for fixed-term:</i>	
		Cyfnod mamolaeth / <i>Maternity Leave</i>	
Arall / Other:			
Cyfnodau prysur llwyth gwaith / <i>Workload Peaks:</i>		[Gorffennaf-Awst] yn flynyddol / <i>[July-August] annually</i>	
Dull Ymgeisio / Method of Application:			
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59, dydd Sul, 19 Gorffennaf 2026. Rhagwelir cynnal cyfweiliadau wyneb yn wyneb, yn ystod yr wythnos yn dechrau 3 Awst 2026.			
Completed forms should be sent by email to hr@wjec.co.uk by 23:59, Sunday, 19 July 2026 Interviews are anticipated to be held in person, in week commencing 3 August 2026.			