

Editorial Officer – Assessment Materials (Welsh Medium)

Salary: £50,364 - £53,982 per annum (Grade 11)

Contract: Full-time, fixed term until 31 August 2026

WJEC is pleased to be inviting applications for an Assessment Materials Editorial Officer (Welsh Medium) to join the team.

Role:

The Assessment Materials Editorial Officer (Welsh Medium) has a vital role in our assessment teams. They ensure the quality of Welsh-medium exam papers and live assessment materials, ensuring that we deliver fair, authentic and reliable assessments to our customers and learners. The holders of this post also work closely with other members of the Language Service.

During the period of this contract, the successful individual will focus primarily on ensuring that there are live exam papers and assessment materials across a range of Entry Level, GCSE, GCE, Level 1, 2 and 3 subjects.

The individual:

To thrive in this role, you'll have good organisations skills and the ability to pay attention to detail while working on multiple tasks at once. You will be a strong communicator, able to collaborate flexibly with other members of the Language Service, the Assessment Materials Unit, Subject Officers and Welsh-medium subject specialists. You'll have experience organizing workloads and prioritizing work tasks. **The ability to work through the medium of Welsh confidently is essential.**

Our benefits:

At WJEC, we're proud to be an inclusive and supportive place to work. We offer a range of excellent benefits, including: 25 days annual leave per year (plus 16 statutory / additional holidays), free Welsh lessons, a CARE defined benefit pension scheme (LPGA) and a number of family-friendly policies.

This post is offered on a Hybrid basis, enabling the successful candidate to divide their time between working in the WJEC offices and working from home, depending on personal preference and business needs.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact Fliss in our Human Resources (AD@cbac.co.uk) team. She will be more than willing to help.

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

Closing date: 23:59, Sunday 1 June 2025

Interviews are expected to take place on Tuesday 17 June 2025

JOB DESCRIPTION

Job Title	Editorial Officer Assessment Materials (Welsh Medium)
Department:	Welsh Language Services
Subsection:	Language Services
Responsible to:	Head of Language Service
Grade:	11
Location:	Western Avenue
Main Purpose of the Role:	

Produce accurate Welsh-medium versions of assessment materials ensuring that the level of language is appropriate and the terminology is accurate to that level (Entry Level, GCSE, GCE, Level 1, 2 and 3).

Editing and proofreading educational resources that are developed in Welsh and English. This post will require working across a wide range of topics and resources that are being prepared for publication in print and digital form for pupils of all ages.

Prif Ddyletswyddau a Chyfrifoldebau:

Pay due attention to the following when editing Question Papers

- Language Accuracy
- that the language of the material is appropriate for the audience
- Accuracy and consistency of terms
- consistency between Welsh and English
- To work with the Head of the Language Service to ensure the quality of the work.
- Collaborate with the Assessment Materials Unit, translators on subject experts/teachers, and subject officers.

Pay due attention to the following when editing resources:

- Language Accuracy
- that the language of the material is appropriate for the audience
- Accuracy and consistency of terms
- consistency between Welsh and English
- Supervised collaboration with internal and external authors in the production of resources.

- Collaborate with internal and external translators in the production of resources.
- To work with the Head of the Language Service to ensure the quality of the work.
- Translate short pieces of text as needed.
- Be prepared to adopt and increase the use of translation technologies in translation and editing across the team.
- Ensure that editing projects adhere to time limits.
- Attend meetings of the Gwasanaeth Iaith Team led by the Head of the Language Service to discuss projects, share good practice and ensure that any current developments in the world of education are shared.
- Collaborate with editors and translators and contribute to the activities of the Terminology and Query Group.

Other

- Understand and comply with all WJEC policies and procedures set out in the Staff Handbook; in particular, ensure that you understand your role and responsibilities in relation to Protection, Information Security, GDPR, Confidentiality, the Welsh language and Health, Safety and the Environment.
- Actively participate in supporting the principles and practice of equality of opportunity as set out in WJEC's Equality and Diversity Policy, incorporating Equality, Diversity and Inclusion into all projects, policies and practices.
- Be a proactive member of the team, contributing positively to meetings and projects in support of WJEC's aims and objectives.
- Participate in personal and professional development activities relevant to the role.
- Undertake other on-demand duties commensurate with the grade of the post

Person Specification	
Job Title:	Editorial Officer Assessment Materials (Welsh Medium)
Department:	Examinations

Highly desirable criteria are the best possible skills and experience that the candidate will ideally have. Desirable criteria are those that would add value to the job if available, also including potential for growth and development to the role.

Skills and Abilities

Essential

- The ability to communicate fluently in Welsh and English and the ability to work confidently through the medium of Welsh.

Highly Desirable

- A high level of language skills.
- Good computer literacy, being able to make confident use of Microsoft Office (specifically: Teams, Word and Excel) and the ability to learn new software without much supervision.
- Excellent interpersonal skills, with the ability to build good working relationships with others.
- An individual who is able to motivate himself or herself to plan, organise and set priorities in his or her own workload and others independently in order to meet tight time limits.
- Flexible approach to work.
- The ability to pay attention to detail and apply this to tasks such as proofreading, quality assurance, data auditing and progress monitoring.
- The ability to work well independently and as part of a team, approaching it in a flexible and proactive way to get the job done.

Desirable

- Project management skills.

Knowledge

Desirable

- Knowledge of exams and non-exam assessment methods.

Experience

Highly Desirable

- Previous experience of teamwork, working collaboratively to achieve a collective outcome, goal or objective.

- Experience of managing a project involving multiple departments/teams: independently setting schedules, delegating work and monitoring the progress of individuals.
- Extensive experience of translating/editing publications for a variety of audiences.

Desirable

- Experience of teaching in a secondary school

Training / Qualifications

Highly Desirable

- Degree in Welsh

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Swyddog Golygyddol Deunyddiau Asesu (Cyfrwng Cymraeg)		
Cyflog: Salary:	£50,364 - £53,982 p.a	Gradd: Grade:	11
Gwyliau Blynnyddol: 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:	
<input type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input checked="" type="checkbox"/> Llawn amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> 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	
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn dydd Sul 1 Mehefin 2025 Completed forms should be sent by email to hr@wjec.co.uk by Sunday 1 June 2025			