

## JOB DESCRIPTION

<b>Job title</b>	<b>Subject Officer Global Business Communication and QCF Language Units</b>
<b>Department:</b>	Qualifications and Assessment Delivery Directorate
<b>Section:</b>	Languages Domain
<b>Responsible to:</b>	Domain Leader
<b>Grade:</b>	14 (Pro-rata)
<b>Location:</b>	<b>Western Avenue, Cardiff</b>

### Main purpose of Job:

Subject officers provide leadership and vision for their designated subject areas, in the context of evolving qualifications frameworks. This strategic role requires keeping abreast of current developments in order to be well-placed to respond innovatively to developmental opportunities and to position and promote WJEC's offering in the market.

Subject officers have operational management responsibility for the development and administration of examinations and assessments in those subject areas, the provision of CPD and for advice and guidance on subject related matters to a range of professional audiences. They are budget holders for designated subject areas.

This post currently includes involvement in:

- (i) Global Business Communication
- (ii) QCF Language Units

### Principal Duties and Responsibilities:

#### Management of the Examining Process

- To ensure that WJEC has available to it suitable teams of examiners and moderators that are provided with appropriate advice and guidance to fulfil their roles effectively;
- To recommend the appointment of Chief and Principal Examiners/Moderators and other key personnel such as revisers and scrutineers to the Examinations and Assessment Committee; if necessary to carry out interviews for such posts;
- To ensure the appointment of adequate numbers of appropriate Chief and Principal Examiners/Moderators and Examiners and Moderators;
- To train Chief and Principal Examiners/Moderators, Examiners/Moderators and revisers and scrutineers at relevant and appropriate times;
- Where appropriate, to produce guidance notes and materials for examiners and moderators;
- To monitor and evaluate the performance of Chief and Principal Examiners/Moderators and Examiners/Moderators and when necessary to find replacement examiners;
- To ensure, in conjunction with Chief Examiners and Chief Moderators, the co-ordination of marking and moderating in the relevant subjects;
- To monitor, in conjunction with Chief Examiners and Chief Moderators, the accuracy of marking and moderating in the relevant subjects and where necessary to implement appropriate scaling;

- To arrange, service, advise, and direct the procedures of examination conferences and standardising and awarding conferences;
- To report on the awarding process and, in liaison with Chairs of Examiners, make recommendations to the Awarding Body Accountable Officer;
- To prepare reports to centres regarding examination performance and specifically in relation to performance in internal assessment;
- To ensure that the relevant administrative section has the necessary information to administer the examining process;
- To ensure that the necessary changes are implemented in response to the regulators' scrutiny and code-monitoring reports.

### **Communicating with examining centres and others**

- To promote WJEC's provision in the relevant subject areas through appropriate channels, including writing and quality assuring the relevant subject specific pages on the WJEC website;
- To respond to requests for information and materials from centres, both verbally and in electronic or letter format, relating to relevant subject issues;
- To organise and deliver a variety of CPD training in relevant subjects for teachers and other interested parties; to provide information and feedback in the relevant subjects;
- To provide guidance material where necessary for new product developments;
- To communicate information to centres relating to relevant subjects, e.g. written circulars, support materials; CPD reports;
- To offer advice and guidance to headteachers, teachers and others on developments in relevant subject areas;
- To represent the board in inter-board meetings, in meetings with regulators and subject specific conferences and exhibitions.

### **Question Paper and Marks Scheme Production**

- To provide overall quality assurance across all aspects of question paper and mark scheme development in the relevant subject areas;
- To service and provide administrative and technical support to the Question Paper Evaluation Committee (QPEC) for the relevant subjects;
- To liaise with Examiners, Question Papers Section and Word Processing Unit in order to manage the question paper preparation schedule and mark scheme production for the relevant subjects from submission of proofs to Question Papers following QPEC through to authorising final proof, including monitoring such processes via the Question Paper Management Scheme (QPMS).

### **Specification Development**

- To provide proactive and innovative leadership for developments in the subject areas;
- To provide advice and guidance to WJEC qualifications panels and sub-committees in order to implement the policies of the Committee as they affect subject developments;
- To attend regulators' conferences and contribute to the development of subject criteria;
- To organise and implement arrangements for specification revision and development through co-ordinating the work of examiners, teacher groups and consultants;
- To consult with examination centres and regulatory authorities over proposed changes;
- To respond to the regulators' feedback on initial specification submissions;
- To be responsible for the updating of specification documents and related materials;
- To advise on the nature of educational resources required in order to support the teaching and learning of WJEC specifications, and to collaborate with others in the development of such resources in hard copy and electronically. To provide guidance and clarification to such groups and monitor on-going work.

### **Budget responsibility**

- To manage relevant budgets, and to contribute to relevant financial planning and monitoring activities.

### **Other Responsibilities**

- To assist in the appointment of subject support officers, setting and monitoring their work
- From time to time other duties commensurate with the grade which extend beyond individual subject areas, e.g. activity in support of developmental initiatives.

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**Person Specification**

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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.

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**Skills and Abilities**

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**Highly desirable**

- Well-developed written and verbal communication skills.
- Proof-reading skills.
- Interpersonal skills.
- Statistical skills.
- Numeracy skills.
- Budget management (relevant subjects).
- Presentational skills.
- Organisational skills.
- Ability to develop and deliver policies.
- Analytical and problem solving skills.
- IT literacy.
- Ability to work to tight deadlines.
- Ability to work under pressure.
- Tact and diplomacy.
- Up to date knowledge of sector developments

**Desirable**

- Bi-lingualism (English/Welsh).

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**Knowledge**

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**Highly desirable**

- Main features of general and vocational qualifications systems, in England and Wales.
- Examinations system.
- Knowledge of relevant subject(s).
- Assessment techniques and their application.

**Desirable**

- More detailed understanding of vocational qualifications systems, in England and Wales
- Standardising
- Awarding

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**Experience**

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**Highly desirable**

- Teaching experience.
- Head of Department experience (middle management).

**Desirable**

- Examiner experience.

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**Training / Qualifications**

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**Highly desirable**

- Degree qualification.
- PGCE.

**We would welcome secondment applications for this role.**

## Telerau ac Amodau Gwasanaeth

## Terms and Conditions of Service

**Teitl y Swydd:**  
**Job Title:** Subject Officer

**Cyflog:**  
**Salary:** £51,921 - £54,996

**Gradd:**  
**Grade:** 14

**Gwyliau**  
**Blynyddol:** 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.

**Annual Leave:** 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays

**Pensiwn:** Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

**Pension:** 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**

6 months

**Diwedd y Tymor**  
**End of Term**

**Nifer yr oriau yr wythnos**  
**No of hrs per week**

7.18

**Dull Ymgeisio:****Method of Application:**

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at [ad@cbac.co.uk](mailto:ad@cbac.co.uk) neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX erbyn **28 Medi 2020**.

Completed forms should be sent by email to [hr@wjec.co.uk](mailto:hr@wjec.co.uk) or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by **28 September 2020**.