

Director of Qualifications £65,000

Royal Society for Public Health (RSPH) is an independent health education charity and the world's oldest public health body. Our vision is that every community, workplace and individual should have the opportunity to optimise their own health and wellbeing. We are also a leading Ofqual regulated Awarding Organisation in the field of public health, providing a range of qualifications aimed at protecting and improving the public's health.

RSPH is recruiting for a Director of Qualifications to lead our Qualifications Department and deliver our 70+ regulated qualifications to over 500 approved Centres nationwide. This is an excellent opportunity for someone looking to progress their career in a dynamic and diverse organisation.

Reporting to the Chief Executive, you will lead a strong qualifications team in the development, delivery and maintenance of a diverse range of public-health related qualifications. You will also be the Responsible Officer for the RSPH Awarding Organisation, serving as the main point of contact between RSPH and our regulators; Ofqual, Qualifications Wales, and CCEA. The Director of Qualifications is also a member of the Executive Management Team of RSPH

Applicants should have substantial relevant experience in an Awarding, assessment, or educational / training role and a good understanding of the regulatory environment in which Awarding Organisations operate.

We offer 25 days paid holiday plus bank holidays, contributory pension scheme, Bupa cash plan, life assurance, season ticket loan and cycle to work scheme.

The position is based in our central London offices, but as a result of Covid 19 we have adopted hybrid working arrangements which include home working, and this is likely to continue post pandemic.

How to Apply

Please submit a CV and covering letter to Richard Burton, Director of Qualifications (rburton@rsph.org.uk) by 1 June. We anticipate that interviews for this post will be in the week beginning 13 June.

Informal enquiries regarding this position can be made to Richard on the email above or by phoning 020 7265 7350 during office hours.

www.rsph.org.uk

ROYAL SOCIETY FOR PUBLIC HEALTH

POST STATUS: Full-time, Permanent

LOCATION: John Snow House,

59, Mansell Street

London

E1 8AN

Job Description

Director of Qualifications

Purpose

The Director of Qualifications is responsible for delivering, developing and awarding high quality and diverse qualifications across a range of health improvement and health protection areas. These qualifications are designed to improve and protect the public's health across the UK. The Director of Qualifications is responsible for leading an efficient and effective Awarding Organisation which is fully compliant with the Conditions of Recognition of the regulatory authorities within the UK, and meets the charitable aims of Royal Society for Public Health. The Director of Qualifications is the designated Responsible Officer to the regulatory authorities. This post holder is a member of the Executive Management Team and supports cross organisational activities. The post holder reports to the Chief Executive.

Main Tasks

Leadership

- Lead, manage and develop the qualifications team ensuring that the work of the team is aligned with the RSPH strategy.
- Ensure that the operations of the Awarding Organisation are efficient and effective and meet the Conditions of Recognition and published Customer Service standards.
- Ensure the Awarding Organisation has the resources and staffing necessary to carry out its functions to meet the requirements of our Centres, learners, and other stakeholders and in accordance with the Conditions of Recognition.

- Ensure that quality assurance procedures are effective and manageable.
- Ensure that all qualifications, policies, procedures, and documentation are reviewed on a regular basis and amendments made if appropriate.
- Oversee the recruitment, training and effective operation of external assessors and scrutineers.
- Ensure that all Centres approved to deliver RSPH qualifications have appropriate facilities and resources and comply with RSPH and regulatory requirements.
- Take responsibility for the regular appraisal and development of team members.

Development

- Oversee the development, operation and maintenance of policies and procedures that are required for the effective operation of the Awarding Organisation and compatible with the requirements of the regulatory authorities.
- Ensure that qualifications are developed which are compatible with the aims of the organisation and with the Conditions of Recognition.
- Ensure that resources developed for the delivery of RSPH qualifications meet the needs of learners and regulatory requirements.
- Work with the Director of Finance to produce the annual budget and ensure that the Awarding Organisation operates within this budget and meets targets for income.
- Contribute to the overall strategy of RSPH organisation through membership of the Executive management team.

Compliance with the Conditions of Recognition

- Serve as the Responsible Officer for RSPH Awarding Organisation.
- Ensure ongoing compliance with the Conditions of Recognition.
- Ensure the provision of all necessary returns for the regulator in a timely manner, including the Annual Statement of Compliance.
- Ensure that the Qualifications Governance Committee is appropriately staffed and supported.

ROYAL SOCIETY FOR PUBLIC HEALTH

Personnel Specification

	Essential	Desirable
Attainments	<p>Substantial relevant experience in an Awarding, assessment, education, or training role.</p> <p>Educated to Degree level or equivalent.</p>	<p>Line management responsibilities / team leadership.</p>
Experience/Skills	<p>A good understanding of the regulatory environment in which Awarding Organisations operate.</p> <p>Experience of high-level administration for the development, delivery and awarding of qualifications, and / or qualification and assessment development.</p> <p>Computer literate to include Word, Excel and Outlook.</p> <p>An understanding of diversity and equality issues</p>	<p>Experience of partnership working.</p> <p>Development of outsourcing arrangements with external service providers.</p> <p>Development and implementation of relevant policies, procedures, and practices.</p> <p>Team building / training of staff</p> <p>Use of Quartz or equivalent Learner Management Systems</p> <p>Budget development</p> <p>Experience of working with / serving / chairing committees.</p> <p>An understanding of learner and centre requirements.</p>
Person specification	<p>Excellent communicator – written and oral</p> <p>Team player and able to work on own initiative</p> <p>Able to prioritise work</p> <p>Able to handle multi-tasks</p> <p>Analytical</p> <p>Articulate</p>	

	<p>Numerate</p> <p>Ability to take decisions based on complex information and facts</p> <p>Able to maintain confidentiality</p> <p>Tactful and diplomatic</p> <p>Accurate</p> <p>Good sense of humour</p>	
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