**The Highfield Group**  
Job Description

Qualification Executive

**Document Control**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Notes |
| 5.0 | February 202 | Head of QD |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contents**

[JOB DESCRIPTION 3](#_Toc75444031)

[JOB PURPOSE 3](#_Toc75444032)

[MAIN RESPONSIBILITIES 3](#_Toc75444033)

[KEY COMPETENCIES 4](#_Toc75444034)

[POST HOLDER’S OBLIGATIONS 4](#_Toc75444035)

[THE HIGHFIELD GROUP WAY OF WORKING 4](#_Toc75444036)

[THE HIGHFIELD GROUP’S COMMITMENT TO YOU 5](#_Toc75444037)

# JOB DESCRIPTION

|  |  |
| --- | --- |
| Job Title | Qualification Executive |
| Responsible to | Qualification Development Team Leader |
| Responsible for | N/A |

# JOB PURPOSE

Reporting to the Qualification Development Team Leader, the Qualification Executive will be responsible, with the support of the team and team leader, for the development, review and maintenance of qualifications, end-point assessments and assessment materials to ensure that these are fit for purpose, meet customer requirements and fulfil regulatory requirements, including maintaining standards of exam performance.

# MAIN RESPONSIBILITIES

Develop qualifications, end-point assessments and assessment materials according to QD processes, and that comply with industry and regulatory requirements

Develop supporting resources, which could include; learning, delivery, assessment and quality assurance material

Manage and review qualifications, end-point assessments and associated materials to ensure compliance with regulatory requirements

Undertake exam marking, as required

Plan, prioritise and review workload and tasks in order to manage and achieve all objectives in an organised and timely manner

Keep QD team processes and work instructions under review and make recommendations for improvements where possible

Recruit, manage and work with specialist contractors and subject matter experts (SMEs) in line with current processes, to ensure qualifications, end-point assessments and associated materials are valid, current and fit for purpose

Identify and report risks and potential conflicts of interest associated with the design and delivery of qualifications and assessments.

Support audit activity

Represent Highfield and the qualification development team at meetings and webinars

Plan and deliver briefings to Highfield colleagues to support the needs of your portfolio

Maintain effective communications with all stakeholders and customers

Consistently demonstrate appropriate business and professional behaviours

# KEY COMPETENCIES

Excellent time management and organisational skills

Excellent attention to detail

Excellent levels of literacy

Excellent written and oral communication skills

Good IT skills and understanding

Current knowledge of the awarding organisation and education sectors (desirable)

Good levels of numeracy (desirable)

# POST HOLDER’S OBLIGATIONS

To carry out their duties having full regard for “The Highfield Group Way of Working” (please see below).

To carry out their duties in accordance with the Highfield Group Diversity and Equality policy and in compliance with the Health & Safety at work etc. Act 1974 and any subsequent and relevant health & Safety legislation.

The timely and professional dealing with general enquiries in writing, by email or over the telephone including the taking of messages and the accurate recording and, if necessary, the dissemination of all relevant information.

To competently use all office equipment and relevant software programs including Microsoft Office (Word, Excel, PowerPoint, Outlook).

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other reasonable duties and responsibilities without changing the general character of the post.

# THE HIGHFIELD GROUP WAY OF WORKING

Think customer;

Be passionate about our products and services;

Be a team player;

Accept responsibility for your actions;

Be enthusiastic, honest and confident;

Listen and learn and respect confidentiality;

Be loyal and committed to the Company and your future within the Company; and

To respect all members of the team.

# THE HIGHFIELD GROUP’S COMMITMENT TO YOU

To build on your strengths and develop your skills;

To recognise the value of your contribution;

To respect the balance between life and work;

To maintain confidentiality;

To provide excellent working conditions; and

To reward loyalty, commitment, innovation and outstanding performance.