

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Quality Assurance Officer - Skills Bootcamp and Multiply Programmes
<b>MANAGED BY:</b>	Quality Assurance Officer
<b>GRADE:</b>	Grade 9

## BACKGROUND

The West of England Combined Authority is seeking to appoint a Quality Assurance Officer to join the Skills Bootcamp and Multiply team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

**You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.**

Come and help shape the future of the West of England, a place so many people are proud to call home.

## THE ROLE

The primary purpose of this post is to contribute to the successful management and administration of the West of England Combined Authority's funding for the Skills Bootcamps and Multiply programmes. This will be achieved through supporting the management of the quality assurance of Teaching, Learning and Assessment (TLA) of project providers. This is achieved by:

- Providing accurate and consistent management reports against the quality of provision for Skills Bootcamp and Multiply providers

- Effective monitoring and evaluating of learning programmes make recommendations for quality improvement where necessary.
- Ensure residents are receiving high quality TLA and the programme offers Value for Money (VfM).

## KEY RESPONSIBILITIES

- Act as the quality assurance lead for the Skills Bootcamps and Multiply programmes
- Take responsibility as the quality assurance expert on matters regarding the Education Inspection Framework (EIF), Ofsted and DfE quality inspections/reviews, Safeguarding, PREVENT and Health & Safety in relation to teaching, learning and assessment for Skills Bootcamp and Multiply projects.
- Project lead the quality assurance practices for Skills Bootcamps and Multiply programmes, to include:
  - Implementation of robust quality assurance procedures,
  - Monitoring and reporting against providers quality assurance practice
  - Authoring critical evaluative reports and recommendations to providers about their quality assurance practice against the Education Inspection Framework (EIF)
  - Work with providers to develop quality improvement plans and monitor progress against prioritised actions
- Identify areas of best practice, design and deliver training sessions and/or workshops to disseminate best practice that support new and existing providers in preparation for Ofsted inspections.
- Lead the data team in producing quality assurance reports identify current and emerging quality trends with providers and report these in a timely fashion to the Project Manager.
- Take responsibility for the operational line management of quality and data management information officer to plan and coordinate quality review visits.
- To lead, manage and suggest improvements to providers quality assurance practice for Skills Bootcamps and Multiply projects in line with the EIF.
- To ensure the lesson observation policy and processes are delivered in a supportive, collegial and developmental manner.
- Write and follow up on detailed action plans for providers who are underperforming in relation to Teaching, Learning and Assessment practice, taking active responsibility for their continuous improvement.
- Take the lead of quality assurance visits with the DfE, representing the interests of the Combined Authority and the provider.
- To undertake any additional responsibilities to ensure the smooth running of Skills Bootcamp and Multiply provision as requested by the Project Manager.

## PERSON SPECIFICATION

## ESSENTIAL (MUST HAVE)

### Qualifications and Knowledge

- Educated to degree or with equivalent experience.
- Minimum of 3 years' teaching experience.
- Minimum of 3 years' experience in an academic leadership role.

### Experience

- Experience of working in an adult skills environment
- Experience of communicating (written and oral) with a wide range of people, particularly external stakeholders, and of explaining technical/complex information in a straight forward manner.
- Experience of working in a funding environment

### Skills and Competencies

- Work with providers and challenge quality assurance practices with reference to the Education Inspection Frame
- Have demonstrable evidence develop quality assurance processes inside and outside of the classroom
- Highly organised with the ability to prioritise and focus on what is important and with the confidence to constructively challenge existing working practices.
- Ability to work individually with minimum supervision and as part of a multidisciplinary team.
- Proficient numeracy skills.
- Proficient in the use of standard Microsoft Office products.
- Ability to interpret complex regulations/legislation/guidance.
- Knowledge of effective records management process and their application, particularly in ensuring files remain audit proof and that file security is upheld.
- Highly motivated with demonstrable experience of achieving personal and contributing to the achievement of team objectives.
- Good project management skills, including a sound understanding, and demonstrated use of, project controls and key performance indicators.

## DESIRABLE

### *Qualifications and Knowledge*

- Post graduate qualification.
- Experience of working in a public sector organisation that allocates and awards grants/funding.
- Knowledge of data governance protocols including adherence to data quality standards and data protection legislation.
- Experience of local and central government working practices.

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21 - higher than the government minimum for **over 23s, currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.