



## **Job Description**

### **Assessment Officer: ABC Awards Assessment Team**

<b>Reports to:</b>	ABC Awards Quality Manager (Assessment), ultimately to the Director of Business Development
<b>Hours of Work:</b>	37 hours per week
<b>Salary:</b>	£27,000 per annum

### **Job Purpose**

To co-ordinate, review and prepare assessment and benchmarking materials for quality assurance and centre support purposes.

### **Main Duties and Responsibilities**

1. To plan the schedule and scope of evidence collection with sub contractors
2. To monitor evidence collection and recording processes
3. To quality assure and process assessment materials to produce annotated exemplars
4. To contribute to qualification performance review activities
5. To undertake specific research projects as required by the Directorate of Business Development
6. To represent ABC Awards at internal and external meetings and events where appropriate.
7. To establish effective working relationships with internal and external stakeholders
8. To establish effective communication strategies with internal and external stakeholders on matters relating to assessment and evidence production
9. Any other duties and responsibilities appropriate to the post.

## **Other Duties**

1. To take reasonable care of the health and safety of yourself and other persons who may be affected by your activities and, where appropriate, safeguard the health and safety of all persons under your control and guidance in accordance with the provision of Health and Safety legislation.
2. To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by CENTRA for use in the performance of your duties.
3. To keep up to date, so far as it is necessary for the efficient execution of the job, with new legislation, procedures and methods
4. To undertake training/development as required for the efficient and effective performance of the job and to support the Company's strategic objectives as they relate to the job.
5. To uphold and promote CENTRA's Equal Opportunities Policy and practices.
6. To present an appropriate public image on official Company business.

## **Requirements**

Some travelling to other ABC Awards offices and relevant meetings with external agencies will be required.

## **Terms and Conditions**

This post is subject to the terms and conditions determined by CENTRA.

January 2010