

Job description

National Assessment Programme Manager for Wales

<p>Overview</p>	<p>AlphaPlus is an education service business specialising in standards, assessment and certification. We help our clients design, develop, deploy and evaluate qualifications and their underpinning assessments. We are a recognised leader in the design and use of adaptive assessments, both for formative assessments to support learning and in high stakes exams. We work with the Welsh Government to deliver statutory on-screen adaptive assessments in numeracy and reading.</p> <p>We have extensive experience in the design, development and mobilization of onscreen adaptive assessments. Adaptive assessments modify the assessment content to suit the student: picking questions to present based on students' previous responses (to probe weaknesses, present more challenging material, etc.). They can be faster to complete and more interesting and motivational for students.</p> <p>AlphaPlus' National Assessment Programme Manager for Wales will be responsible for managing delivery of the national service, planning for maintenance, upgrades and enhancements of functionality or content, and acting as the senior point of contact for external and internal stakeholders. They will be an experienced self-starter with a solid operational and project management background in assessment. Within AlphaPlus, they will be supported by the AlphaPlus directors, work package leads, and the project management office (PMO).</p>
<p>Key purpose of the job</p>	<ul style="list-style-type: none"> • To act as the senior lead and point of contact for the client • To report to AlphaPlus directors and the board and contribute at board level on matters relating to national assessment programmes policy • To oversee and coordinate company-wide activity relating to national assessment programme design, development, implementation and delivery services to the client from project implementation to project closure
<p>Typical project responsibilities</p>	<ul style="list-style-type: none"> • Working with senior colleagues and service teams, to acquire a full working knowledge of the national assessment programme project specification • Working with senior colleagues and service teams, to acquire and maintain a comprehensive appreciation and working knowledge of the technical, technological, project management and assessment-related elements of the programme, including assessment design, development of assessment instruments, recruitment and management arrangements of researchers and assessment specialists, delivering assessments and co-ordinating research and assessment participants, data collection and analysis, and human resources • With directors and work package leads: <ul style="list-style-type: none"> ○ taking decisions on behalf of AlphaPlus at policy level ○ ensuring the commercial success of the project and the mitigation of risk • Reviewing the project plan internally and with the client, overseeing the communication of and monitoring the implementation of agreed changes • Acting as client account manager, ensuring customer satisfaction and that any dissatisfaction is addressed appropriately and swiftly • Contributing to strategic- level discussions internally and externally relating to the company's national assessment programmes activities • Overseeing the selection of associates to support the project

	<p>In addition to normal duties and responsibilities, the role holder may be required to carry out any other reasonable duties and responsibilities assigned, deemed within the scope of the role to meet the needs of the business.</p> <p>In fulfilling the duties and responsibilities of the role, including engagement with stakeholders, the postholder will uphold the company values and behaviours, equality aims, policies and procedures.</p>
Typical outputs	<ul style="list-style-type: none"> • Cascading information relating to project activities across teams as relevant • Maintaining a flow of information across all internal teams and externally as required • Complete project reports to the board • Signing off invoicing plan and budget (Deltek) • Adhering to the communication strategy with the client • Liaising with the client relating to all issues and problems • Signing off project deliverables to the client • Oversee the monthly percent complete information • Signing off invoices to client
Key relationships	
Internal	<ul style="list-style-type: none"> • Project leaders • Project managers • Directors • Deputy Directors • PMO team
External	<ul style="list-style-type: none"> • Project client • Senior sector leaders and advisers • Associates • Fellow specialists (e.g. at conferences)
Resources for which the job holder is accountable	
People	Although not primarily a line manager position, you will be responsible, with work package leads, for managing teams' and individuals' contribution to the project
Assets	Data (e.g. retaining information in compliance with data protection guidelines).
Budgets	Monitoring project budget with support from AlphaPlus directors.
Person specification	
Personal attributes	<ul style="list-style-type: none"> • Expert knowledge of the education sector in the UK and/or internationally • Excellent written and spoken communication skills • Inquisitive, with excellent analytical capabilities • Excellent problem solving and decision-making abilities • Commerciality: participating actively and willingly in activities to generate new business. Creative and innovative in approaching the winning of new work • Creative and innovative approach • Customer service: communicating effectively with external and internal customers • Excellent time management • Understanding of need to treat respondents' data appropriately.
Professional/technical competencies	<ul style="list-style-type: none"> • Project management skills, for example PRINCE2, MSP and/or other methods and approaches • Master's degree level or higher in a related area or equivalent experience.

	<ul style="list-style-type: none"> • Sufficient knowledge of assessment theory, project management and technological assessment implementation to advise client at policy level. • Operational understanding of national assessment programmes
Relevant experience	<ul style="list-style-type: none"> • Successful track record working in UK or overseas education sector in a similar role • At least 3 years' professional experience and demonstrable track record in the design, development and delivery of assessments • Contribution to strategic vision, business planning and financial management activities