# Job description

# Assessment Manager

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| Overview | AlphaPlus is an education consultancy that specialises in the design, development and deployment of qualifications and their underpinning assessment, and in the evaluation of their performance and impact.Alpha*Plus*’s Assessment Manager will be a specialist in assessment research and development with a line report to the Director of Assessment. The postholder will provide high quality assessment outputs as part of Alpha*Plus*’s assessment research and development services.The postholder will be able to function independently, leading whole projects or substantial elements of projects. S/he will be able to take decisions concerning the design, development and delivery of assessments.The postholder will have high quality communication skills in speech and in writing. |
| Key purpose of the job | * To support the leadership and management of projects, with particular responsibility for aspects of Alpha*Plus*’ assessment design and development function.
* To provide assessment design, development and delivery services to Alpha*Plus* clients from project implementation to project closure.
* To manage a range of projects (according to business needs) over the project lifecycle including supporting the production of bids for upcoming projects.
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| Typical project responsibilities | **Supporting the Board with the management of Alpha*Plus*’ assessment function:*** Working with Board members to ensure a coherent offer of services to ensure successful bid writing and the integrity of assessment outcomes.
* Working across the lifetime of the project, from assessment design, developing assessment instruments, recruiting and managing researchers and assessment specialists, delivering assessments and co-ordinating research and assessment participants, data collection and analysis, and reporting.
* Training associates and external clients on assessment design, creation and delivery best practice.
* Monitoring and reporting on project performance.

**Supporting the administration of the business*** Representing the organisation at conferences and professional events.
* Authoring/ supporting the writing of related company documentation such as assessment materials, training materials and company presentations.

**Typical project activities*** Project management and customer management.
* Project financial management.
* Providing consultancy services to clients.
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| Typical outputs | * Progress reports to directors and clients.
* Complete project reports .
* Production of assessment materials, training materials and company presentations.
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| **Key relationships** |
| Internal | * Project leaders
* Project managers
* Line manager
* Directors
* Deputy Director of Assessment
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| External | * Project clients
* Associates
* Fellow specialists (e.g. at conferences)
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| **Resources for which the job holder is accountable** |
| People | Managing internal and external clients (see previous section). |
| Assets | Data (e.g. retaining information in compliance with data protection guidelines). |
| Budgets | Managing project activities within budgets |
| **Person specification** |
| Personal attributes | * Good knowledge of education and assessment
* Attention to detail.
* Excellent written and spoken communication skills.
* Excellent analytical capabilities.
* Understanding of need to treat respondents’ data appropriately.
* Commerciality: participating actively and willingly in activities to generate new business. Creative and innovative in approaching the winning of new work.
* Customer service: communicating effectively with external and internal customers.
* Ability to work independently to high quality (e.g. to lead small-to-moderate whole projects, or elements of large projects).
* Ability to work to tight deadlines.
* Creative ability to solve problems and find innovative solutions.
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| Professional/ technical competencies | • Project management skills.• Qualification in assessment design or creation or equivalent experience. |
| Relevant experience | * Professional experience and demonstrable track record in the design, development and delivery of assessments (3 years).
* Substantial experience of delivering the assessment-related components or projects
* Line management or team leadership (staff or associates)
* Contribution to the winning of bids/tenders or creating commercially successful assessment-related components (desirable).
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