# 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. |
| 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. |
| Typical outputs | * Progress reports to directors and clients. * Complete project reports . * Production of assessment materials, training materials and company presentations. |
| **Key relationships** | |
| Internal | * Project leaders * Project managers * Line manager * Directors * Deputy Director of Assessment |
| External | * Project clients * Associates * Fellow specialists (e.g. at conferences) |
| **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. |
| 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). |