# Job description

# Deputy Director of Assessment

|  |  |
| --- | --- |
| Overview | 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. Our work spans the public and private sectors, schools, colleges, vocational and professional learning. Around half our work is overseas.AlphaPlus’ Deputy Director of Assessment will be a specialist in assessment design and development with a line report to the Director of Assessment. The postholder will support the Director of Assessment in overseeing and managing AlphaPlus’ assessment design and development services and reporting to the Board on those services. |
| Key purpose of the job | * To be responsible for the delivery to the highest standard of AlphaPlus’ assessment design and development services.
* To deputise for the Director of Assessment as directed in leading the assessment design and development function.
* To deputise for the Director of Assessment as directed in reporting to the Board and contributing at Board level to discussions on matters relating to the assessment design and development function.
* To oversee and manage all aspects of assessment design, development and delivery services to AlphaPlus clients from project implementation to project closure.
* To lead and 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 AlphaPlus’ assessment function:*** Working with the Director of Assessment, to be responsible for delivering a coherent offer of services and capacity to ensure successful bid writing and the integrity of assessment project outcomes
* Contributing to strategic planning relating to the company’s assessment activities
* Engaging with colleagues, customers, potential customers and experts to gain insights into trends in the field
* Actively seeking new opportunities for engagement
* Leading the assessment team across the lifetime of projects, including 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
* 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.
* Training associates and external clients on assessment design, creation and delivery best practice.

**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
* Team members
 |
| External | * Potential and actual project clients
* Senior sector leaders and advisers
* Associates
* Fellow specialists (e.g. at conferences)
 |
| **Resources for which the job holder is accountable** |
| People | Managing internal and external clients and team members(see previous section) |
| Assets | Data (e.g. retaining information in compliance with data protection guidelines). |
| Budgets | Managing project activities within budget |
| **Person specification** |
| Personal attributes | * Expert knowledge of the education sector in the UK and/or internationally
* Ability to take emerging trends in assessment requirements and convert into viable assessment products
* 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 to assessment design and development
* Excellent team leadership skills and ability to lead projects
* Customer service: communicating effectively with external and internal customers
* Excellent time management
* Understanding of need to treat respondents’ data appropriately.
 |
| Professional/ technical competencies | • 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. |
| Relevant experience | * Successful track record (minimum 5 years) working in UK or overseas education sector
* At least 3 years’ professional experience and demonstrable track record in the design, development and delivery of assessments
* A substantial record of winning of bids/tenders or creating and delivering commercially successful products
* Substantial experience of delivering the assessment-related components of projects
* Line management or team leadership
* Contribution to strategic vision, business planning and financial management activities
* Working knowledge and track record of implementing educational/assessment research
 |