# Job description

# Assessment Implementation Architect

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| 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 and includes work across the UK’s four nations, and international projects.  AlphaPlus uses technology extensively in its day-to-day operations, and advises clients on technology. We work with clients to develop or select and integrate commercially available technology solutions for assessment implementation.  AlphaPlus’ assessment implementation architect will have an entrepreneurial client-focused outlook to help grow our capability in the area of assessment implementation. They will focus on development of assessment and assessment related services, and subsequent handover to the AlphaPlus service delivery team. They will be a self-starter with a solid operational and project management background. Within AlphaPlus, they will be part of the qualifications and technology team support and be line-managed by the director of qualifications and standards. |
| Key purpose of the job | * to develop and deliver high-quality assessment implementation solutions in a technical environment, taking into account resources, stakeholder requirements, project objectives, technology strategy and security requirements * to ensure the timely delivery of the implementation aspects of assessment projects or assessment components of projects to time, budget and quality * to provide related support to AlphaPlus clients from project implementation to project closure * where issues arise, to work with the project director to develop and implement contingency plans * to support varying sized projects over their lifecycle from planning to post-delivery evaluation * to contribute to the production of bids for upcoming projects in respect of assessment implementation |
| Typical project responsibilities | * gaining a full understanding of assessment implementation requirements in a technical environment * working with the technical architect as appropriate, scoping and developing solutions and/or identifying, evaluating and selecting pre-existing solutions/partial solutions * implementing assessments in a technical environment, ensuring alignment with the expectations of the project plan * leading on and contributing to discussions on matters relating to assessment implementation * managing a range of projects (according to business needs) over the project lifecycle including supporting the production of bids for upcoming projects * providing consultancy services to clients * project management and customer management * project financial management |
| Typical outputs | * successful development of assessment and assessment related services * progress reports to directors and clients * project specific outputs as defined in the project documentation * regular updates to line-manager |
| **Key relationships** |  |
| Internal | * project leaders * project managers * line manager * directors * team members |
| External | * potential and actual project clients * fellow specialists (e.g. at conferences) |
| **Resources for which the job holder is accountable** | |
| People | managing internal and external clients  managing contribution of associates and subcontractors |
| Assets | data (e.g. retaining information in compliance with data protection guidelines) |
| Budgets | management of work package budgets within scope agreed with project director |
| **Person specification** | |
| Personal attributes | **Essential**   * good understanding of technology and its application to assessment and/or similar services * excellent interpersonal skills, able to conceptualise and broker solutions which ensure that assessments remain valid, reliable and manageable * excellent spoken and written communication skills, able to communicate effectively technical concepts in non-technical terms * ability to assimilate quickly information about the purpose, aims, organisational structure, IT infrastructure and architecture of the company in order to identify appropriate assessment delivery requirements and solutions. * inquisitive, with excellent analytical capabilities * ability to function independently with excellent problem solving and decision-making abilities * creative and innovative approach to challenges * commerciality: participating actively and willingly in activities to generate new business, creative and innovative in approaching the winning of new work * commitment to delivering excellent internal and external customer service and management * excellent time management * proven ability to collect and analyse information, solve problems and make decisions * good negotiation skills |
| Professional/ technical competencies | * degree level or higher, or equivalent experience * IT literate, fluency with MS Office applications * an aptitude for adapting to new software and digital services   The following are useful but not essential - the successful candidate will receive relevant training and support where required:   * an understanding of the basics of assessment design sufficiently to engage with the assessment being delivered within a project * working knowledge of technical considerations for product implementation, including an understanding of the limitations of technical solutions * working knowledge of the education management sector |
| Relevant experience | **Essential**:   * substantial demonstrable track record of project and product/service development, management and delivery * experience of technology-based assessment-related services, or similar * at least a basic understanding of assessment   **Desirable:**   * demonstrable track record of the full implementation lifecycle of projects requiring software development elements * work experience in an awarding organisation or other education company   experience of dealing with/working for government or government agencies   * experience of delivering the technical components of projects * work experience in one or more of the following sectors/fields:   + - * education       * training       * assessment       * software design and/or delivery |