



Job Description, Person Specification and How to Apply

Head of Assessment Centre

Hours:	35 (Full-time)
Location:	Home based. The post will involve travel to the ARC Scotland office in Eskbank and other locations in Scotland.
Period:	Permanent
Salary:	£42,000 to £47,000 depending on skills and experience
Responsible to:	Director ARC Scotland

Overall Purpose

Lead the successful development and delivery of all ARC Scotland SQA regulated qualifications in health and social care, and other accredited training.

Leadership

Carry out responsibilities associated with being head of an SQA Assessment Centre to ensure that all regulatory requirements required by SQA and other bodies are fully met.

Provide leadership, support and management to ARC Scotland staff and freelance SVQ Assessors and trainers.

Set annual budgets and meet agreed income and expenditure targets.

Establish and maintain effective partnerships and communication with customers and other stakeholders.

Lead the development and implementation of new products and initiatives relevant to the role.

Produce and implement workplans to continually improve and develop SVQ and accredited training that support the delivery of ARC's vision and mission.

Work with the ARC Scotland Director and ARC Scotland Management Team to shape and support the strategic direction of ARC Scotland.

In partnership with the Head of Programmes and Learning, deputise in the absence of the Scotland Director.

Operational

Lead the implementation of policies and procedures to provide quality assurance in the delivery of SCQF regulated qualifications.

Gather feedback and evaluation data concerning the impact of the work to inform continual quality improvement.

Maximise the involvement of people who need additional support as partners in all aspects of the work.

Engage in the practical delivery of training, workshops, conferences and other events.

Assess and internally verify candidate portfolios to maintain competence and ensure quality assurance is adhered.

Undertake CPD to maintain competence in accordance to regulated qualifications assessment strategy and the delivery of accredited training.

Person Specification

Essential

Experience of working as Head of Assessment Centre or SQA coordinator in the field of health and social care

Experience in leading teams in the delivery of regulated qualifications of the highest quality.

Experience of effectively implementing the quality assurance processes and procedures within the SVQ framework to meet all regulatory requirements.

Experience of building effective relationships with customers.

SQA L&D9Di – Assessor Qualification

SQA L&D11 – Internal Verification of Workplace Assessment

Ability to travel throughout Scotland.

Desirable

SQA Level 4 Health & Social Care SCQF level 9 and/or Care Services Leadership and Management SCQF level 10

Level 3 Award in Education & Training (PTLLS)

Experience of setting and meeting income generation targets

Experience in providing learning and training to SVQ Assessors.

Strong ICT and digital skills to utilize e-portfolios and other digital tools.

How to apply

Submit your CV and a personal statement of no more than 3 pages that clearly evidence how you meet the essential criteria set out in the person specification. You may also address how you meet the desirable criteria.

This must be submitted before **9am on 23 June** to julie.windsor@arcuk.org.uk

Interviews will be held on 2 July in the ARC Scotland office, Eskbank Midlothian.