



Well known within the Welsh Education sector, WJEC is a leading provider of qualifications, training and assessments across the UK. Our work closely with a range of education communities and provide trusted qualifications which allow our learners to reach their full potential. This reputation relies on our qualifications awarding process being fair, robust and timely, which is where this new vacancy of Senior Quality Assurance Manager will play a key part.

With support from colleagues across the organisation, the role-holder will lead the production and distribution of the technical material required for qualification awarding, ensuring that there is a strategic approach taken when updating and developing the different sets of code across the function. This will include responsibility for the implementation and set-up of post-award checks on grade boundaries and candidate outcomes at the end of awards. They will also have sign-off for specific qualifications' awards; ensuring our grading process has been accurate and aligned with regulatory and organisational policies and procedures.

We're looking for candidates who have excellent organisation skills and experience working with qualitative data and coding platforms (e.g. Python, R, SPSS, SAS or Stata). They'll enjoy working in roles where attention to detail is important and be confident liaising, negotiating and influencing amongst a range of stakeholders. Whilst desirable, Welsh language skills are not essential for the role, but the willingness to learn is always valued.

At WJEC, we pride ourselves in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. However, candidates should be prepared to work from the Cardiff offices 1-2 times a week.

If you would like to know more about the position or about working for WJEC, please contact Fliiss via HR@wjec.co.uk who would be more than happy to speak to you.

in awarding and ensuring that all materials are of high-quality and align with regulatory and organisational policies and procedures, signing off test runs as applicable.

Lead the scheduling of live awarding materials, monitoring progress in readiness to award across all qualifications.

