


Cumbria Constabulary HAY JOB PROFILE			
Job Title:	Qualifications and Assessment Officer	Department:	Learning and Development
Reports To:	Training Support & Standards Manager	Location:	HQ Penrith

This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the post holder, nor cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

It is the responsibility of the individual employee to comply with the Cumbria Constabulary Health & Safety Policy and all other relevant Health & Safety legislation.

1. JOB PURPOSE

To assist with leading on the provision of relevant qualifications and appropriate assessment processes for police officers and staff.

2. PRINCIPAL ACCOUNTABILITIES

- To act as consultant to the Head of the Joint Learning and Development Department on assessment and accreditation
- To implement and maintain the qualifications and assessment frameworks in line with Awarding Body (e.g. Skills for Justice, CMI) requirements
- To implement and maintain professional competence assessments and registers (e.g. PIP)
- To be the point of contact for Awarding Bodies, College of Policing (CoP), Regional Force learning and development networks and other bodies over assessment and qualifications.
- To gain and maintain Awarding Body centre approval so that the constabulary can offer accredited qualifications to police officers and staff.
- To act as Centre Coordinator by
 - overseeing the provision across all areas (e.g. Learning and Development, Policing, Management Qualifications).
 - carrying out regular quality checks to ensure the Centre's management and quality assurance mechanisms are operating effectively.
 - disseminating correspondence and information to assessment and verification team members
 - informing the Awarding Body of any changes which could affect the Centre's ability to meet the full requirements of the approved Centre status.
- To act as Lead Internal Quality Assurer, ensuring that IQA systems are effective and meet the requirements of the Awarding Body and the Qualifications and Curriculum Authority (QCA) Code of Practice and that issues highlighted by IQA activity are acted on in a timely and appropriate manner.
- Lead on the setting up of qualification processes and administration, including maintaining sufficient assessors and internal verifiers.
- To assist with the training of assessors and internal verifiers and ensure training packages meet the development needs of trainee assessors and internal verifiers

- To ensure that regular assessor, IQA and standardisation meetings take place, in line with force and awarding body requirements
- Assist the QA Officer to develop and implement policies and processes to maintain an effective QA framework
- Help to support and guide departmental managers in carrying out the QA processes
- Maintain a good understanding of the College of Policing (CoP) Licensing standards and communicate these, including new standards and changes to existing ones, appropriately
- To act as IQA or assessor as required in order to meet the needs of candidates
- To assist with the training of trainers

3. DIMENSIONS

The post-holder has no budgetary or supervisory responsibility.

The post holder will be expected to travel to and work within Lancashire Constabulary as well as Cumbria Constabulary, on occasion, as part of the Cumbria/Lancashire Learning and Development Collaboration.

4. KEY FEATURES

4.1 Important Working Relationships

Internal

Title	Relationship
Joint Head of Learning and Development	Second Line Manager
Training Support and Standards Manager	First Line Manager
Assessment and Quality Assurance Officer	Co-working as part of shared role
Team Leaders in Learning and Development	Responsible for the staff undertaking the assessment or qualification
Assessors and IQAs	

External

Awarding Bodies	
College of Policing	
Regional Assessment and qualification colleagues	
Partner HEI	

4.3 Major Challenges

To assist in gaining and maintaining direct award status for Cumbria and Lancashire Constabularies.

5. ORGANISATION CHART



Agreed by Post Holder: _____ **Date:** _____

Line Manager: _____ **Date:** _____

Head of Department: _____ **Date:** _____

CUMBRIA CONSTABULARY PERSON SPECIFICATION

JOB: Qualifications and Assessment Officer

LOCATION: Headquarters, Penrith

Remember only the information contained in this document is used to advertise, short list and for selection at interview.

Any criterion included within either the essential or desirable elements must be objectively justifiable in order to avoid direct or indirect discrimination.

	Essential	Desirable
<p>Experience & Knowledge</p> <p>Skills & competencies required.</p> <p>E.g. Geographical knowledge of the area, familiarity with certain legislation.</p>	<p>Experience in the assessment of work based qualifications</p> <p>Working knowledge of competency and qualification/accreditation frameworks</p> <p>Experience of working with minimum supervision, organising and prioritising own workload</p> <p>Ability to produce clear and concise written reports from complex data</p> <p>Knowledge of Health and Safety, Equal Opportunities, Diversity and Data Protection Legislation/issues</p>	<p>An understanding of police qualifications</p>
<p>Education & Training</p> <p>General education</p> <p>Specialist training</p>	<p>Hold relevant assessor and Internal verifier award e.g. assessing competence in the workplace and Internal Quality Assurance (IQA) award</p> <p>Recognised training qualification at Level 4 or above e.g. Training and Education certificate, NVQ, Cert. Ed. or equivalent</p>	

	Essential	Desirable
Competency Values Framework Level 2	Take Ownership Collaborative Deliver, Support and Inspire Analyse critically Innovative and Open minded	
Circumstances E.g. Driving licence/mobility Shift working Unusual/irregular working hours Standby/callout	Driving licence The ability to travel on Constabulary business as required, including to collaboration forces	