

## **Job description for SCQF Development Officer SCQF019 (21 hours per week)**

### **Job purpose**

This postholder will support the SCQF Partnership in a range of activities related to the SCQFP's quality assurance and recognition of prior learning (RPL) activities. The role will include key activities relating to the efficient operation of SCQFP's approval, monitoring and review activities, the promotion of the use of the SCQF in the college sector and the development of RPL tools.

### **Person specification**

The postholder will:

- show a commitment to the values of integrity, quality, partnership working, inclusiveness and respect
- be familiar with at least one aspect of the lifelong learning sector
- have proven experience of effective partnership working
- have excellent communication skills including presentation skills
- experience of working with, and through, external groups and committees
- have knowledge of SCQF credit rating processes and quality assurance
- be a well organised manager of self and others
- have strong influencing and motivating skills
- be an effective and enthusiastic team player and be able to use own initiative
- be job competent in a range of IT packages
- demonstrate a flexible attitude towards supporting all areas of work within the organisation

### **Roles and responsibilities**

The postholder will:

- lead on specific projects relating to the Recognition of Prior Learning (RPL)
- participate in training and capacity building sessions relating to RPL
- develop and maintain the RPL Toolkit
- carry out the role of SCQFP Officer on Credit Rating Body approval, monitoring and review visits and activities

- manage the support function to approval, monitoring and review teams including checking submissions, developing agendas, arranging meetings and other activities to ensure the efficient operation of the Quality Assurance Model
- manage the development and maintenance of a timeline for all approval, review and monitoring functions on an annual basis
- manage the College Ambassador programme, identifying and training new ambassador colleges and providing on-going support
- research issues and develop papers for Quality Committee discussion and for other SCQFP projects
- participate in other SCQFP projects as required
- work as part of a team to take forward cross sectoral or cross functional projects
- work with colleagues to provide quarterly reports on activity for internal and external use