

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Qualifications Executive</b>
<b>Responsible to:</b>	<b>Qualifications Manager</b>
<b>Responsible for:</b>	<b>N/A</b>

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### Responsibilities

With appropriate proactivity and independence, to assist the Qualifications Manager and Director of Professional Education, as well as colleagues throughout the organisation, to undertake and deliver a rigorous cycle of quality assurance for educational standards and the prescription (recognition) of qualifications needed to become an architect in the UK.

- Reviewing and scrutinising the content and delivery of qualifications that leads to registration with ARB as an architect. Ensuring that submission material across all applications for prescription, annual monitoring and course changes has been prepared in line with the Board's Procedures for the Prescription of Qualifications
- Responsibility for the end-to-end prescription application process, including the gathering of material and clarifications from institutions, liaising with External Advisers, organising and supporting visits to institutions by Board representatives (as required), facilitating review and challenge of executive work through the Prescription Committee, and presenting evidence-based recommendations to the Board on prescription matters
- Drafting comprehensive briefing notes and executive summaries, translating complex institutional programme material and quality assurance information into clear, decision-critical recommendations for the Board. This includes the ability to analyse written and numerical data, and evaluate technical subject content of module descriptors, assessment strategies and course mapping, and apply rigorous checks regarding the achievement of the ARB Criteria and all Board requirements for prescribed qualifications
- Building and maintaining strong working relationships with schools and institutions of architecture to ensure that they are briefed on ARB policies and procedures, including any relevant international requirements. Acting as the main point of contact for prescription matters and liaising with senior institutional staff, providing updates and managing expectations in relation to the prescription of qualifications and, where required, visitations by Board representatives
- Handling causes for concern and identifying risks to the prescribed status of qualifications, including annual monitoring trends. Raising concerns to the Qualifications Manager and Director of Professional Education for escalation to the Registrar and Board

- Coordinating the work of External Advisers and providing expert guidance on the scope of scrutiny in line with the Board's Procedures for the Prescription of Qualifications. Assisting in ensuring that there is a consistent approach adopted by all External Advisers, including contributing to calibration and development work
- Contributing to the running of the Prescription Committee, the body set up to assure the Board that the Executive's work has been completed in line with the Board's Procedures for the Prescription of Qualifications. To play a key role in ensuring the consistency of approach to Committee work, including capturing findings and reporting trends, and developing our systems and processes.
- Presenting information that introduces the professional regulator to students of architecture. Ensuring that content is clear and up to date to provide future registrants with accurate information in relation to prescribed qualifications, routes to registration and professional standards
- Maintaining a database that supports the ARB's procedures for the prescription of qualifications
- Assisting in maintaining accurate and up to date information across the Professional Education department's webpages, E-Bulletin sections, and all prescription material available to the public
- Contributing to the review and continuous improvement of the Professional Education Team's processes, and wider discussions on the approach to the prescription of qualifications
- Contributing to the overall delivery of ARB's Strategic Aims and Business Plan.

## **Part 1**

### **Knowledge, Skills & Experience:**

#### Essential

- Excellent analytical skills with the ability to interpret and report complex data
- Demonstrable experience of writing correspondence and documents to a high degree of accuracy and technical specification
- Demonstrable experience of confidently presenting evidence based assessments and supporting conclusions
- Highly developed organisational skills and experience of working autonomously to strict deadlines and managing competing priorities
- Sound judgement with the ability to manage and influence in pressurised circumstances
- Experience of working within a formal committee / board structure
- Ability and confidence to identify risk and escalate as appropriate
- Experience of working with a broad range of internal and external stakeholders at all levels
- Good presentation skills and confidence with public speaking
- Proficient in Microsoft applications and a good working knowledge of databases

#### Desirable

- Experience of working within the regulatory and/or Higher Education sectors
- Experience of implementing and operating quality assurance systems/mechanisms

- Knowledge/experience of working in a face to face inspection-based or assessment regime

## **Part 2**

### **Personal style and behaviour**

- An approachable, enthusiastic team player who likes to work in collaboration with others as well as able to work on their own initiative
- A high level of personal credibility, integrity and authority which generate trust and confidence
- Able to work flexibly and with resilience in a changing, dynamic environment
- Demonstrates drive, energy, pace, tenacity, determination and resilience
- Creative thinker with the ability to generate new ideas and approaches, and adapt own style as required
- Has developed a political awareness and sound judgement
- Excellent communicator; can bring external policy insight into the organisation
- Ability to travel to locations around the UK, including occasional overnight stays
- Shows discretion with confidential data and sensitive information
- Results focused and solution-oriented

<b>Competence</b>	<b>Attributes</b>
Understanding of the regulatory sector and quality assurance within Higher Education	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of purpose of ARB</li> <li>• Demonstrates an understanding of the Higher Education sector and its impact on Professional, Statutory and Regulatory Bodies (PSRBs)</li> <li>• Understands the need for public protection to be at the forefront of decision making</li> <li>• Demonstrates appropriate motivation for undertaking the role</li> <li>• Shows an awareness and application of the Nolan principles of standards in public life</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• Plans and conducts comprehensive reviews and critical evaluations</li> <li>• Ability to analyse complex and technical data and demonstrate sound decision making</li> <li>• Identifies areas of potential risk and escalate as appropriate</li> <li>• Effectively co-ordinates the contributions of external partners and maintains consistent approaches across all areas of work and development</li> <li>• Uses IT and databases to deliver quality documentation and record keeping</li> </ul>
Personal Organisation	<ul style="list-style-type: none"> <li>• Demonstrates strong organisational skills, to work effectively to deadlines</li> <li>• Works systematically, and in an organised way, to gather and scrutinise information accurately and within agreed timescales</li> <li>• Manages workload with minimal manager support, with the</li> </ul>

	<p>ability to react to changing and varied priorities and coordinate a range of concurrent projects</p> <ul style="list-style-type: none"> <li>• Demonstrates strong attention to detail when scrutinizing and presenting information</li> <li>• Demonstrates a resilience and flexibility to deal with changing priorities and difficult or/pressurised situations</li> </ul>
Influence and communication	<ul style="list-style-type: none"> <li>• Uses expert communication skills, to engage with relevant audiences and to deliver clear outcomes</li> <li>• Able to influence internal and external stakeholders across all organisational levels, to ensure engagement with quality assurance processes</li> <li>• Documents and reports are clear, concise and accurate</li> <li>• Demonstrates tact and professionalism in challenging conversations</li> <li>• Listens to and shows respect for the opinions of others</li> <li>• Contributes constructively and effectively</li> </ul>
Relationship development	<ul style="list-style-type: none"> <li>• Develops positive and effective relationships with internal stakeholders and a variety of external stakeholders</li> <li>• Communicates effectively with external providers to develop and progress the relationships to ensure the best outcomes for ARB</li> <li>• Engages proactively with internal colleagues to support communications activities and contribute to wider organisational projects</li> </ul>
Service Delivery	<ul style="list-style-type: none"> <li>• Contributes to a culture of continuous improvement</li> <li>• Manages unexpected events professionally, using initiative, while being aware of when it is appropriate to escalate and seek senior support</li> </ul>

## Values

ARB's organisational values were set by our staff team in 2018 and we look to its employees to demonstrate the following qualities:

**Be Positive:** Contribute to a positive environment for you, your colleagues and the users of our services

**Be Brave:** Be courageous and proactive in all that you do

**Be Supportive and Honest:** Demonstrate an open, co-operative and respectful attitude in all your exchanges to build effective working relationships which are built on trust

**Be an Expert:** Take ownership, grow and share your knowledge

**Strive to Do Better:** Set high standards for yourself and for ARB and always look for ways we can improve

## Development & Awareness

- All staff are required to develop themselves through training. They are also responsible, in conjunction with their Line Manager, for identifying any training and development needs.
  - This position will require the post holder to undertake travel across the UK, work unsociable hours on occasion, including some weekend and overnight stays.
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Post-holder:

Date:

Manager:

Date: