

## Research Manager: Technical Development & Regulatory Reporting

**Salary:** £38,691 - £40,560 per annum (Grade 8)

**Contract:** Full-time, Permanent

WJEC is welcoming applications for a Research Manager to join our Research and Standards team.

### **The Role:**

With support from the Assistant Head of Research & Statistical Analysis, the Research Manager is responsible for leading a team who develop and deliver statistical outputs to support awarding. The post-holder will also coordinate and lead the accurate production and submission of a range of statistical outputs, including regulatory reports, under the guidance and direction of the Head of Regulatory Reporting & Statistics and senior Research & Standards staff. Whilst desirable, Welsh language skills are not essential for the role, but the willingness to learn is always valued.

### **The Person:**

We're keen to hear from self-driven individuals who have experience working with quantitative data and statistical/coding software. You'll enjoy working in roles where attention to detail is important, and you'll be confident planning and organising your work, amongst ever-changing deadlines and priorities.

### **Our Benefits**

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.

If you would like to know more about the position or about working for WJEC, please contact [HR@wjec.co.uk](mailto:HR@wjec.co.uk) who would be more than happy to speak to you.

**Please visit [our website](#) to download a copy of the job description and application form.**

**Closing date: 09:00; Monday 18 November 2024**

**Interviews are expected to take place in the week commencing 25 November 2024.**

**JOB DESCRIPTION**

<b>Job Title:</b>	Research Manager: Technical Development & Regulatory Reporting
<b>Department:</b>	Assessment Delivery
<b>Section:</b>	Research
<b>Responsible to:</b>	Assistant Head of Research & Statistical Analysis
<b>Grade:</b>	8
<b>Location:</b>	Western Avenue

**Main purpose of Job:**

With support from the Assistant Head of Research & Statistical Analysis, the Research Manager is responsible for leading a team who develop and deliver statistical outputs to support awarding. The post-holder will also coordinate and lead the accurate production and submission of a range of statistical outputs, including regulatory reports, under the guidance and direction of others.

In addition to this, the Research Manager will also:

- work with colleagues to ensure that all resulting processes are fully documented and understood by relevant team members;
- manage the capture and compilation of statistical information from awards, for use in the post award checks;
- work with others to coordinate and manage the development and delivery of complex regulatory data returns;
- support other members of the Research & Standards department in their use of software packages;
- check awarding material and data post award.

**Principal Duties and Responsibilities:**

**Development and preparation of awarding materials**

- Under the direction of the Assistant Head of Research & Statistical Analysis, lead a team testing and producing statistical outputs to support awarding.
- Strive for continuous improvement by developing the technical quality of the analysis tools and techniques to make them more efficient and effective.
- Using software including Stata, improve the efficiency of the compilation of reports, datasets and other documentation, whilst maintaining accuracy and attention to detail.
- Support the technical development of features relating to awarding materials within the EST environment.
- Document all processes so that all team members understand how each output is produced, and are able to amend those processes where required.

### **Research & Standards data storage systems**

- Use appropriate programming/coding knowledge, design, develop, maintain and run a mechanism which captures statistical and grade boundary data from the live award modelling tool, and other sources where appropriate.
- Keep records (e.g. activity and quality assurance logs), produce instructions and provide appropriate training to members of the Research & Standards department in the use of the above.

### **Preparation of statistical material for regulatory purposes**

- Produce, check and format accurate statistical tables, reports and analyses required by regulatory bodies or for internal purposes.
- Lead and co-ordinate:
  - The correspondence, production, validation, provision and uploading of responses and reports to the regulators for some scheduled and where required, unscheduled requests.
  - The Factual Accuracy checking of statistical tables produced by regulators for Official Statistics releases.
  - WJEC processes and documentation associated with scheduled regulatory reports, including the provision of audit trail forms and guidance notes.

### **General, technical and development work**

- Utilise expert knowledge of programming and software design to improve efficiency and functionality of the Research & Standards department's technical aspects, through the employment of custom-built automation routines, specifically – but not limited to – using Stata.
- Support the planning and completion of research and statistical analysis projects, including data collection and analysis and report-writing.
- Collate and present information to inform a range of internal and external audiences, including WJEC staff, advisory groups, other awarding bodies and regulators.
- Investigate methods of automation in relation to regular projects and other major tasks (such as awarding preparation, post-award analysis and regulatory reporting), and implement with Research & Standards colleagues as appropriate.
- Support other members of the Research & Standards department in their use of software packages.
- Suggest and implement programming and technical standards for the Research & Standards department.

### **Award processing**

- Support the Awarding Grading Partner in the use of statistical information and running of code to support the awarding process in line with regulatory compliance.
- Support the Head of Regulatory Reporting & Statistics and the Regulatory Reporting & Statistics Manager in the provision of data to meet the regulatory reporting requirements of the Data Exchanges.

### **Internal and external enquiries**

- To respond to enquiries, both internal and external, via email/telephone.
- To undertake data analysis using statistical software packages and/or Excel in response to these enquiries and produce tables and/or reports for the enquirer.

### **Management**

- To manage a small team, planning, organising and delegating work, monitoring progress and intervening as and if required.

- To support the induction, training and continuous professional development of the team.
- To support and guide team member(s) in welfare issues, escalating as necessary to specialist support areas.

**Other duties**

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

## Person Specification

<b>Job Title:</b>	Research Manager: Technical Development & Regulatory Reporting)
<b>Department:</b>	Assessment Delivery

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

## Skills and Abilities

### Highly desirable

- A high level of numeracy or statistics, and ability to interpret statistical terms.
- Excellent computer literacy, with confidence using Microsoft Office and at least one statistical software program (Stata, R, SPSS, SAS or similar).
- Able to carry out work accurately and pay attention to detail.
- Excellent interpersonal skills, with the ability to build and foster good working relationships with others.
- Good communication skills, with the ability to explain complex material to a variety of audiences.
- Self-driven and pro-active, with the ability to independently plan and organise your own and others' workload to meet multiple deadlines.
- A creative problem solver, comfortable using initiative and flexibility to resolve novel or complex problems in work.

### Desirable

- Project management skills.
- Welsh language skills

## Knowledge

### Highly desirable

- Knowledge of statistical techniques and quantitative analysis.
- A working knowledge of statistical software, and the ability to write code and associated procedures.

### Desirable

- Familiarity with a range of statistical packages and programming languages.
- Knowledge of examinations structures and the awarding process.

## Experience

### Highly desirable

- Experience working in a similar role, ideally including preparing and processing data and producing the results in an appropriate format.
- Experience of quality assuring data.

### Desirable

- Line-management or supervisory experience.
- Experience of documenting processes.
- Experience of developing tools using programming code.
- Experience of research and application of quantitative methods in other contexts.
- Experience of training others in statistical matters.

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## Training / Qualifications

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### Highly desirable

- Training or qualifications in relevant subject (for example: mathematics, statistics or quantitative analysis).

### Desirable

- Honours degree or equivalent, which included quantitative research methods and/or programming.
- Training or qualifications in Project Management.

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## Other

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### Highly desirable

- Able to work calmly and carefully under pressure.
- A logical and methodical approach to work.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
<b>Teitl y Swydd / Job Title:</b>	Rheolwr Ymchwil: Datblygiadau Technegol ac Adrodd Rheoleiddiol / Research Manager: Technical Development & Regulatory Reporting		
<b>Cyflog / Salary:</b>	£38,691- £40,560 y flwyddyn / per annum.	<b>Gradd / Grade:</b>	8
<b>Gwyliau Blynyddol / Annual Leave:</b>	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd Pro rata. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays. Pro rata.		
<b>Pensiwn / Pension:</b>	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
<b>Math o Gytundeb:</b>	<b>Contract Type:</b>		
<input checked="" type="checkbox"/> Llawn amser / Full Time			
<input type="checkbox"/> Rhan amser / Part Time		<b>Nifer yr oriau'r wythnos/ No. of hrs per week</b>	36.5
<input type="checkbox"/> Llawn amser Tymor Cyfyngedig / Full Time Limited Term		<b>Diwedd y Tymor/ End of Term</b>	
<input type="checkbox"/> Rhan amser Tymor Cyfyngedig / Part Time Limited Term		<b>Diwedd y Tymor/ End of Term</b>	/ /
		<b>Nifer yr oriau'r wythnos/ No. of hrs per week</b>	
<b>Dull Ymgeisio:</b>	<b>Method of Application:</b>		
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at <a href="mailto:ad@cbac.co.uk">ad@cbac.co.uk</a> erbyn <b>09:00; dydd Llun 18 Tachwedd 2024.</b>			
Completed forms should be sent by email to <a href="mailto:hr@wjec.co.uk">hr@wjec.co.uk</a> by <b>09:00; Monday 18 November 2024.</b>			