

<b>ROLE DETAILS</b>	
Role Title:	Head of Awarding
Department:	Awarding Organisation
Reports to:	CEO
Direct reports:	Awarding Executives and Administrator
<p><b>Vision and Mission</b></p> <p><b>Vision</b> As the pioneering workplace and facilities management body, our vision is one where every workplace delivers. To be the trusted voice of a distinct profession recognised for its ability to enable people to transform organisations and their performance.</p> <p><b>Mission</b> We empower and enable workplace and facilities professionals to expand their potential and have rewarding, impactful careers. We are a business enabler. Together we optimise the profession's impact.</p> <p><b>The company has a strong culture based on our values</b></p> <ul style="list-style-type: none"> <li>• Confident and Bold</li> <li>• Human and Inspiring</li> <li>• Knowledgeable and InSync</li> <li>• Active and Energetic</li> </ul> <p><b>Social Value</b> We are a Disability Confident employer, Investor in People accredited and Living Wage employer. We offer charity days along with paid for social events and make efforts to reduce our impact on the planet.</p>	
<b>PURPOSE OF THE ROLE</b>	
<p>The purpose of the role is to oversee the Awarding Organisation (AO) and take actions to maintain compliance with the regulatory conditions. To lead on an annual review of policies and procedures, and to recommend the wording of the annual Statement of Compliance to the Awarding Committee, before submission to the Board, for signature before submission to the regulators. To be the main point of contact between the AO and the regulators. To lead and manage the AO team to deliver the key activities of the AO including centre approval, qualification design, development, delivery, award and certification and the ongoing review and update of qualifications, policies and procedures. To manage risks and issues and conflicts of interest in the AO.</p>	
<b>KEY ACCOUNTABILITIES</b>	
<p><b>MANAGEMENT AND LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Participate as a member of the Transformational Team in identifying opportunities for growth, identifying efficiencies and addressing risks and issues pertaining to the AO.</li> <li>• Contribute to the Institute's overall strategy and business plan.</li> </ul>	

- Support the identification of future skills requirements for the Workplace and Facilities Management (WFM) profession.
- Represent the organisation relating to the professionalisation of workplace and facilities management practitioners.
- Recruit, train and manage individuals with competence related to the development and awarding of regulated qualifications.
- Develop, regularly review and embed AO policies and procedures to reflect regulatory environment.
- Responsible for the assessment strategy for the suite of qualifications.
- Prepare and provide appropriate, timely and accurate reports for the Executive, Awarding Committee and Board.
- To undertake any other duties as appropriate to the post as requested by the Executive.
- Keep abreast of the regulatory environment for qualifications and apprenticeships.
- Line management of the AO team.
- Create, manage and monitor budgets both income and expenditure.
- Identify opportunities to grow number of recognised centres and number of learners.

### **AWARDING ORGANISATION**

- Undertake role of Responsible Officer for the Institute.
- Ensure IWFM is compliant with all regulatory requirements and ensure actions are planned and undertaken in order to comply with any changes and manage the impact on IWFM.
- Review system, human, intellectual and financial resource capabilities to ensure ability to deliver qualifications in line with regulation and AO policies and procedures.
- Ensure rigorous and fair policies and procedures are in place for recognised centres in line with regulations and best practice.
- Review the qualification portfolio in line with current and planned use data, market changes and feedback from industry to ensure they are fit for purpose and valued within the Workplace and FM industry.
- Lead on and prepare for annual review and any regulatory audits/inspections.
- Develop, implement, and manage external quality assurance mechanisms.

### **PROFESSIONAL STANDARDS**

- Support the drive to ensure the standards are embedded throughout the organisation's offering.

### **GENERAL**

- To support the Institute in all matters to achieve its objectives.
- To represent the Institute professionally by promoting its aims and objectives to all stakeholders including industry sector stakeholders. Understanding the profession and the wider industry the Institute operates in and by attending events to bring this knowledge back into the organization.
- To work collaboratively across all functions in a productive, tolerant, and supportive way

**PROFESSIONAL QUALIFICATIONS/ACCREDITATIONS AND EXPERIENCE**

- Qualification at degree level
- Previous experience working in a Professional Body and/or Awarding Organisation
- Successful track record in delivering qualifications.
- Understanding of continuous professional development principles
- Understanding of complex business issues and implications for qualifications on a global basis
- Strong commercial awareness

**TECHNICAL SKILLS**

- Risk Management
- People management
- Budget management
- Excellent written and verbal communication skills
- Excellent stakeholder management skills
- Excellent project management skills
- Strategic external thinking with clear customer focus
- Confident presenter
- Collaborative, inclusive, and supportive leadership style

**BEHAVIOURAL SKILLS**

- Ability to lead, motivate, inspire, and develop people
- Excellent people skills
- 'Can do' attitude
- Ability to respond quickly to regulatory requests and requirements
- At all times demonstrate behaviours that are consistent with your role as a head of function in the organisation and in line with the IWFM Values;
  - Confident and Bold
  - Human and Inspiring
  - Knowledgeable and Insync
  - Active and Energetic
- Comfortable with, demonstrates and encourages continuous self-reflection.
- Be responsible and accountable