



Executive Director Corporate Resources

Qualifications Wales

Candidate Pack

Deadline: Midnight 22nd March

Interviews: 16th April

Key Information

Location

Newport with a hybrid approach.

For a full-time position this usually amounts to 40% of the working week in the office but we anticipate that the new Executive Director may need to work from the office more regularly at the outset of the appointment.

Contract

Permanent and full-time (37 hours per week).

Requests for alternative working patterns, including part-time, job-share and secondments may be discussed at interview.

Salary and Benefits

£92,000 - £101,000 per annum.

Civil Service Pension (Employer Contribution of 28.97%), 31 days' annual leave, and other competitive benefits.

Relocation support could be considered.

Reporting to

Chief Executive



Welcome

A Message from the Chief Executive

Thank you for your interest in the role of Executive Director of Corporate Resources at Qualifications Wales. We are delighted that you are considering joining our team and contributing to our mission of ensuring that qualifications in Wales meet the needs of learners and maintain public confidence.

As the independent regulator of qualifications in Wales, Qualifications Wales plays a pivotal role in the education sector. Our work involves regulating awarding bodies, overseeing the qualifications system, and implementing reforms to ensure that qualifications remain relevant and valuable.

The Executive Director of Corporate Resources will be at the forefront of these efforts, providing strategic leadership to the Corporate Resources directorate and be an active member of the executive team contributing to leadership across the whole organisation.

This post holder will be responsible for ensuring that the organisation receives excellent service from Corporate Resources teams, whose work is essential in providing the sound foundations necessary for our regulatory and policy work.

At Qualifications Wales, we value flexibility and work-life balance. Our employees work on a hybrid basis, with a balance between home and office working. We offer a competitive salary, generous annual leave, and membership of the Civil Service Pension Scheme.

We are excited to receive applications from dedicated professionals who are committed to making a positive difference for learners in Wales. If you are passionate about education and have the skills and experience we're looking for, we encourage you to apply.

Thank you once again for your interest in this important role. We look forward to receiving your application and learning more about how you can contribute to the success of Qualifications Wales.



Background

Qualifications Wales is the independent regulator of qualifications and the qualification system in Wales. It is responsible for ensuring that qualifications and the qualifications system are effective in meeting the reasonable needs of learners in Wales, and for promoting public confidence in these.

Qualifications Wales has a publicly appointed Chair and Board who are accountable for the fulfilment of Qualifications Wales' statutory functions and of its obligations to Welsh Government as a Welsh Government Sponsored Body.

The Board agrees the strategic direction and governance of the organisation and the Executive team (comprising the Chief Executive, three Executive Directors, and two Directors) are responsible for the development and implementation of the strategic and operational plans.

Qualifications Wales has a five-directorate structure comprising of:

- Qualifications Policy and Reform – led by the Executive Director of Qualifications Policy and Reform
- Regulation – led by the Executive Director of Regulation
- Corporate Resources – led by the Executive Director of Corporate Resources
- Communications and Stakeholder Relations – led by the Director of Communications and Stakeholder Relations
- Analysis and Insight – led by the Director for Analysis and Insight

Executive Directors have a shared responsibility for the effective leadership of Qualifications Wales, for defining strategic direction and priorities, managing control mechanisms and ensuring overall stewardship and performance management of the organisation.

They will advise Board members on strategic development and will therefore be required to understand and anticipate developments in the political, economic, social and technical environment in which it operates. They will also be required to foster a culture of continuous improvement and will be expected to act as role models to the rest of the organisation.

Follow this link to read out [latest annual report](#).



Working for Qualifications Wales

We are committed to supporting and developing our employees from day one. In addition to competitive salaries, we offer 31 days annual leave, flexible working arrangements and membership of the Civil Service Pension Scheme.

We employ and reward the very best talent, regardless of gender, race, ethnic or national origin, disability, religion, sexual orientation or age. And that's how we seek out future potential too, recruiting from the widest available pool.

Our approach to recruitment and selection is fair, open and based purely on merit, and we comply with the general duties under the Equalities Act 2010.

Further Benefits include:

- We offer hybrid working to all our employees, allowing them to balance their working week between home and the office.
- Our full-time employees receive 31 days' annual leave, eight bank holidays and up to three additional days for closure between Christmas and New Year.
- Employees are entitled to become a member of the Civil Service Pension Scheme.
- We aim to support our employees with generous maternity, paternity, shared parental and adoption leave and pay.

We promote and encourage wellbeing at work and our employees have access to:

- Employee assistance programme - offering services such as emotional support, counselling and access to specialist advisors
- Eyecare provision - which allows employees a free eye test along with a limited selection of frames
- Occupational health - providing advice on pre-placement/fitness for work, return to work support, or advice when employees have other health concerns.

- Our employees are eligible to join CSSC Sports and leisure – a membership organisation for civil servants and public sector workers, providing a huge range of sports, leisure, health and retail opportunities.
- Commitment to our employees' professional status is demonstrated by paying their professional subscriptions if relevant to their role.

Follow this link to find out more about [working for Qualifications Wales](#).



Job Purpose



Reporting to the Chief Executive and as a member of the Executive team, the Executive Director – Corporate Resources will provide strategic leadership to the Corporate Resources directorate and be an active member of the executive team contributing to leadership across the whole organisation.

This post holder will be personally responsible to the Chief Executive for overseeing the financial stewardship of Qualifications Wales, management of its human and financial resources and assets, the fulfilment of its statutory and regulatory obligations, and compliance with other relevant legislation. They must ensure that high standards of corporate governance are in place, both within the directorate and across all areas of the organisation.

This post holder will also be responsible for ensuring that the organisation receives excellent service from Corporate Resources teams to support our regulatory and policy work in a timely and cost-effective manner.

The Corporate Resources directorate will comprise six functions including:

- Finance
- Procurement
- Human Resources
- IT
- Corporate Governance
- Facilities

As well as acting as the corporate conscience for the organisation, the Executive Director will be lead on business planning for the organisation, the maintenance of strategy documents, long-term resource planning and reporting on behalf of the organisation. The postholder will support the Chief Executive by carrying out the delegated functions of the Senior Information Risk Owner or SIRO for the organisation.

The Executive Director will be expected to keep abreast of legislative changes and best practice in professional functions, developing effective networks and contributing to Welsh Government led and public body collaborative communities of practice to continually identify better ways of working, including opportunities to collaborate directly with other public bodies in the execution of corporate functions.

Main Duties

Lead, manage and be accountable for the Corporate Resources directorate including its strategic aims, objectives and performance. Foster a culture of continuous improvement within the directorate consistent with the values of Qualifications Wales and ensure all members of staff are aware of what they will contribute personally to the success of the organisation and be provided with development opportunities.

Ensure that the Qualifications Wales's operational, business and corporate governance functions are performing in the most effective and efficient manner to achieve the organisation's aims and objectives.

Ensure that Qualifications Wales has effective mechanisms to establish and maintain the underlying capabilities needed to fulfil its remit.

Work with other Directors to develop the annual operational and business plans and maintain strategic documents that underpin these plans.

Oversee the completion of management actions in response to audit findings.

Be responsible for ensuring the organisation's decision making is robust and mitigating risks of challenge. Maintain a good understanding of the Qualifications Wales legislation and an up-to-date knowledge of relevant Welsh, UK and European legislation and ensure organisational compliance. Act as central point for commissioning of legal advice and liaising between Qualifications Wales and its legal advisers.

Provide guidance and support to Corporate Resources' heads of teams, who will be direct reports, including setting their personal objectives and undertaking performance monitoring and management.

Ensure that resources are properly managed, financial records are accurately kept, probity is maintained and that any funds spend provide value for money.

Be responsible for the effective financial management and forecasting and production of the annual audited accounts, ensuring compliance with public finance regulatory requirements and professional best practice.

Act as authorising officer in relation to a range of HR policies across the organisation.

Be responsible for the lead relationship with the Welsh Government Sponsorship unit – and for agreeing the annual remit letter, negotiating any changes to the Framework document, and financial arrangements and for compliance - providing assurance to the Chief Executive as Accounting Officer.

Be responsible for effective systems of internal control, risk and performance management, including the internal and external audit functions on behalf of the Chief Executive as the Accounting Officer.

Work with the other Directors to ensure effective reporting, allocation of resources (short and long-term) and monitoring of organisational performance.

Be responsible for ensuring Qualifications Wales commercial agreements are compliant and deliver value for money – including the preparation and maintenance of contractual documents, the fulfilment of contractual obligations and external supplier management.

Be accountable for all the Corporate Resources budgets and manage those for legal services and insurance on behalf of the organisation.

Be responsible for the development and implementation of business continuity planning for the organisation.

Act as lead Director for Committees/Board's as required and chair committees and sub committees as appropriate.

Ensure that the Qualifications Wales's corporate policies are robust and up-to-date to ensure compliance with its statutory obligations as a Welsh Government Sponsored Body and as a good employer.

Advise the Chief Executive on matters related to cyber resilience and data management to support the Chief Executive's role as SIRO.

Work flexibly, performing any other duties as required, where relevant to the post and appropriate to the grade.

Person Specification

Applicants should evidence experience in their written statement and application as well as how they have applied their knowledge and demonstrated their skills in their current or previous roles.

Qualifications

Essential

Professionally qualified in at least one corporate specialism (HR, ICT, Finance (CCAB qualified), Corporate Governance, Facilities or Procurement).

Experience

Essential

Extensive experience of working in a strategic leadership role, able to demonstrate a track record in:

- Managing corporate function(s) to ensure the smooth operation of the organisation.
- Motivate and enhance performance and staff development
- Business planning and resource management
- Supporting organisational decision making through sound governance structures
- Leading change in systems or processes
- Developing controls and tracking performance to enhance delivery and manage risk
- Commercial and supplier management

Desirable

- Experience of working at executive level in a small organisation
- Project management experience
- Acting as senior responsible officer in transformation programmes
- Supporting the work of a non-executive board and its committees
- Leading the response to audit findings

Knowledge

Essential

Thorough knowledge, and application of governance requirements and best practice.

Good knowledge of all legislation (Wales and wider UK) and regulations that public bodies are subject to, or strong experience working within similar statutory and compliance frameworks in related sectors.

Whilst each function will have a lead, the successful candidate will be expected to have an overview and/or build an understanding of HR and Procurement, Health and Safety law, Cyber Security, Equalities and Accounting practice and be comfortable leading on areas that are potentially outside their profession.

Good knowledge of government financial policies including 'Managing Welsh Public Money' or equivalent principles used in regulated or publicly accountable organisations

Desirable

Knowledge of reporting and public sector statutory governance requirements for public bodies in Wales.

Skills

Essential

Excellent leadership, interpersonal and communication skills and the ability to represent the organisation with other public bodies, building relationships that lead to mutually beneficial collaboration.

An ability to inspire and motivate professionals through a period of change and innovation whilst engendering consistent and accountable approaches to work.

The ability to manage internal and external resources effectively, demonstrating effective business planning and forecasting skills.

A high level of commercial skills – able to develop and implement strategies for a range of in-house and procured services that deliver excellent customer support and secure value for money.

Comfortable providing challenge and scrutiny to proposals at all levels

Able to act as a role model to foster an inclusive culture

Desirable

Ability to work bilingually (English and Cymraeg). Support can be provided to enhance any current skills or to support language learning.

Application Process



Qualifications Wales have retained Acorn by Synergie to support and manage this round of recruitment.

To learn more, please contact:

Luke Robért

luke.robert@acornbysynergie.com

07551 353 260

Privacy Notice

By submitting your application, you agree to Acorn by Synergie processing your personal data for recruitment purposes. We are committed to acknowledging every application and look forward to considering yours.

Thank you for your interest in contributing to the success of Qualifications Wales.

If you would like to apply, please submit the following for consideration ahead of the deadline on 22nd March at midnight:

- Updated CV
- Supporting statement (maximum of 2,000 words) detailing your motivation for applying and your suitability with the person specification in consideration.
- Complete this anonymised Equality, Diversity and Inclusion Monitoring Form.

All applications need to be sent via email to luke.robert@acornbysynergie.com

Our intention is to interview on the 16th of April in Newport.

If you have any issues with these dates or require any further reasonable adjustments as part of the process then please contact Luke Robért.

We look forward to hearing from you.