



Department
for Education

ofqual

Board Members

Information pack



WELCOME



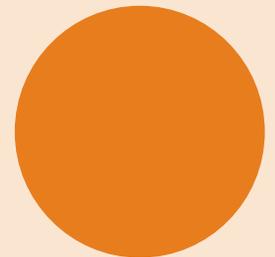
Qualifications open doors and shape lives; as well as having a strong influence on what is taught in schools and colleges. As the independent regulator of general and vocational and technical qualifications, Ofqual is responsible for maintaining standards and promoting public confidence in exams and qualifications. We are looking to recruit up to six high calibre individuals to the Ofqual Board.

The qualifications system has faced unprecedented challenges over the last two years following the decision that exams could not go ahead due to the Covid-19 pandemic. The recovery process is ongoing, placing an increased importance on strategic planning and innovative thinking so that exams can return in 2022. At the same time, Ofqual is working with the Department for Education on a critical and extensive programme of reforms to vocational and technical qualifications, to ensure that every publicly funded qualification is high quality and will support young people and adults to progress to further study or skilled employment.

To lead this period of change, we have recruited a permanent Chief Regulator and are in the process of recruiting a permanent Chair. Additionally, we are seeking to appoint high calibre Board members who can offer support and challenge to Ofqual's executive. The Board members will be central to supporting executive decision making and providing strong strategic aims and standards. We are seeking applicants with significant experience and expertise to bring to Board discussions and are committed to driving forward the work of the organisation.

Thank you for your interest and for taking the time to read this pack. If you have the skills and experience described below, I hope that you apply. My Department is focused on equality of opportunity and I am committed to ensuring that public appointments better represent the views of the communities which they serve. I therefore particularly encourage applicants from under-represented groups, those based outside London and the South East and applicants who have achieved success through non-traditional educational routes.

Yours sincerely,
Rt Hon. Nadhim Zahawi
Secretary of State for Education



ABOUT OFQUAL

Most of us will have memories of taking exams as part of our school career. Qualifications – taken in schools, colleges, training centres or the workplace – play a key role, not just in our education system but in our economy too. They open doors to new opportunities. For employers, they help to inform recruitment and to develop their people.

In total, Ofqual regulates around 15,000 live qualifications – each with a specific purpose, designed to meet a particular need. That includes well known qualifications such as GCSEs, A levels as well as vocational and technical and other general qualifications such as BTECs and Tech Levels; specialised qualifications that are industry critical; and other qualifications that recognise achievement for thousands of people each year in just about every field you can imagine.

Ofqual's job is to regulate the over 170 organisations that provide those qualifications. It is also taking on an expanding role in external quality assurance (EQA) of apprenticeships, which includes taking on the regulation of many end-point assessment organisations (EPAOs) in the move to a simplified EQA system. Ofqual is tasked directly by Parliament to do its job: in particular, to maintain standards and promote public confidence in qualifications, wherever they are designed to be used. In doing so it works very closely with the Department for Education, which sets the policy framework within which it operates.

For further information about Ofqual please visit: [Ofqual - GOV.UK \(www.gov.uk\)](http://Ofqual - GOV.UK (www.gov.uk))

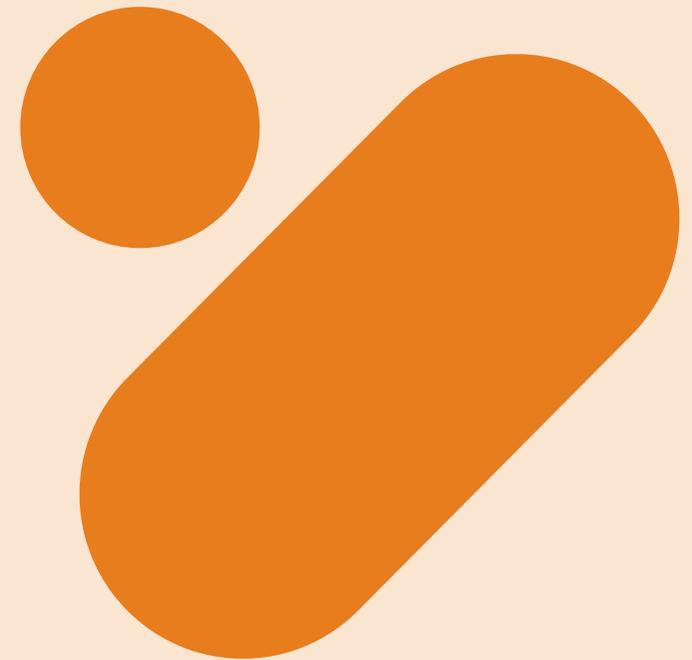
HOW OFQUAL WORKS

When Ofqual was established it was given regulatory powers to enable it to achieve the objectives it was set. Ofqual sets requirements of those it regulates which they are legally obliged to fulfil. It has the ability to flex those rules to meet changing circumstances. It tests and makes expert judgements about compliance with its rules, and then takes action to address any issues it finds.

It is in everyone's interests that qualification standards are maintained and the qualifications themselves are relevant. Ofqual works hard to make its expectations clear. It undertakes an annual programme of research that gives evidence to underpin its actions and supports the whole system to improve.

Each year there is more that Ofqual could do than its resources allow. That means that it continually monitors challenges for the standards of and public confidence in qualifications, assessing and prioritising its actions accordingly. The Board will have a key role in making these decisions.

Ofqual's corporate services are key to enabling all that it needs to achieve. Its information management systems are cutting edge, and it has a strong track record of investing in the development of its people.



ABOUT THE ROLE

The Ofqual Board is the legal authority responsible for the regulation of qualifications in England. It provides leadership and direction to Ofqual, setting strategic aims, values and standards.

The Board will oversee arrangements for awarding 2022 as a transition year to reflect pandemic recovery and more widely as assessments return to the pre-pandemic standard.

The Board will play a key role in supporting the sector to return to exams and pre-pandemic grading standards.

As the body charged with governing Ofqual's strategic direction, Board members collectively:

- work effectively with the Chair, Chief Regulator and Executive to establish the overall strategic direction for Ofqual
- monitor performance against agreed strategic objectives and targets
- ensure the Board operates within the limits of its statutory authority and in accordance with conditions relating to the use of public funds
- ensure high standards of corporate governance are observed at all times

The Board has four committees and one advisory group, each chaired by a Board member:

- Audit and Risk Assurance Committee
- Finance and HR Committee
- Technical Committee (convened as necessary)
- Enforcement Committee (convened as necessary)
- Standards Advisory Group

Additional Board sub-groups are set up as required.

The Board consists of the Chair, between 7 and 12 ordinary members and the Chief Regulator (Chief Executive). The Chief Regulator is responsible for the running of the organisation and day to day responsibilities.

Board and Committee meetings will be held flexibly either using Microsoft Teams or in person where this is beneficial. Meetings are held between normal working hours, Monday to Friday. Meeting length varies according to need but are usually between 2 and 3 hours in duration.

All Board members attend full Board meetings, and as a general principle, Board members are additionally on one of the three committees which meet on a regular cycle of 4 times per year.

Strategy days take place 3 times a year on full or half days. These will be held in person either in Coventry or in London. For full terms and conditions please refer to page 8 of this pack.



EQUALITY AND DIVERSITY

The Department is focused on equality of opportunity and is committed to ensuring that public appointments better represent the views of the communities which they serve. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes.

The Department for Education has a strong culture of inclusion and diversity and it wants to encourage applications from people with a diverse range of backgrounds and educational routes. In 2018 we launched a five year strategy to create a department where everyone is able to bring their whole self to work and where honesty, challenge and innovation are encouraged and valued. We are recognised by leading diversity organisations for promoting diversity in the workplace.

We want to ensure any appointee to the Department's arm's length bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all across the organisation, helping to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

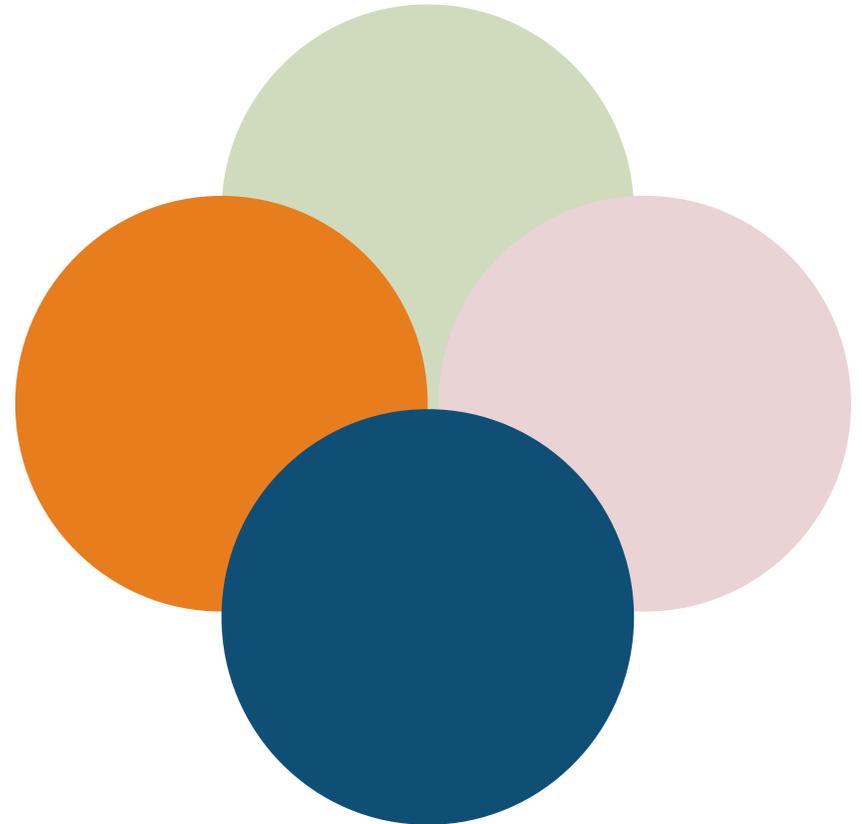
CHAMPIONING SOCIAL MOBILITY

The Department champions social mobility in all of its policies and is committed to opening up opportunities for people from all backgrounds, all socio-economic classes and all regions of the UK. We are committed to embedding this principle into our recruitment and public appointments and expect all our leaders, including in arm's length bodies, to take action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers.

DISABILITY CONFIDENT

We are a member of the Government's Disability Confident scheme and have achieved Disability Confident Leader status, signifying our role as champions of the scheme. We use the Disability Confident symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability.

We ask that all applicants complete an anonymised Diversity Monitoring Form used for gathering data only in order to ensure departments are recruiting from the widest possible pool. The information you provide is held by the Public Appointments team and not shared with the selection panel.



WHO WE'RE LOOKING FOR

We are recruiting up to six high calibre individuals to join the Ofqual Board. Most importantly, we're looking for experienced, strategic, pragmatic and collaborative individuals who are comfortable working in a rapidly changing policy environment.

Board members need to be able both to see the bigger picture to shape the strategic direction of the organisation; and to provide relevant, insightful challenge and guidance to Ofqual's executive team.

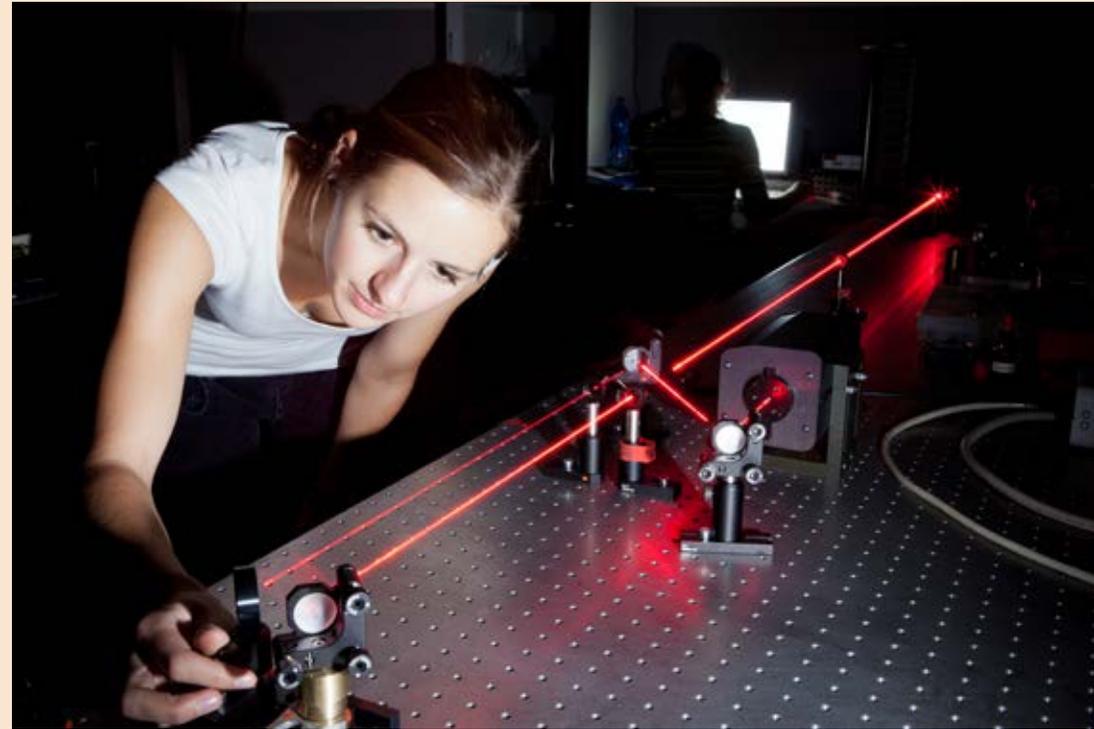
You will be expected to support Ofqual's aims and objectives and act as ambassadors for the organisation.

ESSENTIAL CRITERIA

Throughout the application and interview stages, candidates will need to demonstrate how they meet all the following essential criteria:

- The ability to think strategically and independently, bringing pragmatism and insight to a complex policy environment;
- The ability to drive forward the work of an organisation at non-executive level, with a successful track record in the public, voluntary or private sectors;
- A commitment to Ofqual as a regulator and its role in ensuring that qualifications and assessments are rigorous, valid and reliable and that standards and public confidence in qualifications are maintained, ensuring a priority is given to fairness to students;
- The ability to build effective relationships at senior levels and/or between organisations; and
- Experience and knowledge which will contribute to the Ofqual board. This may include, but is not restricted to, extensive experience and understanding of: school and/or college leadership; working with government; regulation; leading innovation and use of new technologies; general qualifications and assessment; vocational and technical qualifications and apprenticeships; risk and assurance.

If we receive a large volume of applications, there will be an initial sift undertaken by officials, using the first criterion: *The ability to think strategically and independently, bringing pragmatism and insight to a complex policy environment*, only. Officials will then review all criteria for successful candidates. Those meeting the required standard will then progress to the main sift carried out by the Advisory Assessment Panel.



HOW TO APPLY

The closing date for applications is: **Monday 10 January 2022 at 10am.**

Information on the timetable for this campaign, selection process and the Advisory Assessment Panel can be found on the Centre for Public Appointments website publicappointments.cabinetoffice.gov.uk

Please submit the following documents by email to:

PublicAppointments.APPLICATIONS@education.gov.uk

1.A candidate application form.

2. A completed evidence template

- you will need to demonstrate clearly how you meet each of the essential criteria (max 300 words per criterion – if this is exceeded only the first 300 words will be considered).

3. A CV no more than two sides of A4 in Arial font 12.

4. A diversity form.

Please include 'Ofqual Board member application' in the subject box and submit each document as a separate attachment.

We are happy to accept applications in alternative formats from applicants who, for reasons of disability, may find it difficult to fill in our standard form. If you would like to have a chat with us about reasonable adjustments, please contact us at: PublicAppointments.APPLICATIONS@education.gov.uk

Please note the following:

- we cannot accept applications submitted after the closing date;
- applications will be assessed solely on the documentation provided; please refer to the advert and checklist above to ensure you have provided everything requested;
- applications will be acknowledged upon receipt;
- we cannot provide feedback at application stage; feedback will only be given to candidates unsuccessful following interview;
- if a large number of applications are received, a preliminary sifting exercise will be conducted (see above). You should be aware that in this situation, your application might not be considered in full by all the members of the panel;
- For successful candidates invited to interview, Ofqual will reimburse the cost of a standard travel ticket to the venue.



TERMS OF APPOINTMENT

The initial appointment will be for a period of **three years**. Candidates will start from spring 2022.

The appointment may be renewed at the end of the first period of office. Any offer of reappointment will be made at the Secretary of State for Education's discretion and subject to a satisfactory performance appraisal by the Chair.

Time requirement

The time commitment for the role is expected to be up to **20 days per year**.

Remuneration

Members are entitled to remuneration at **£6,000 per year**, and are also eligible to claim allowances, at rates set by Ofqual, for travel and subsistence costs necessarily incurred on Ofqual business.

Location

Ofqual is reviewing its long-term position regarding home / office working. Currently staff are working in a hybrid way.

Board and Committee meetings will now be held flexibly either using Microsoft Teams or in person where this is beneficial. Strategy days take place up to three times a year and will be in person either in Coventry or in London.

Training

Induction will be provided by Ofqual on appointment.

Eligibility

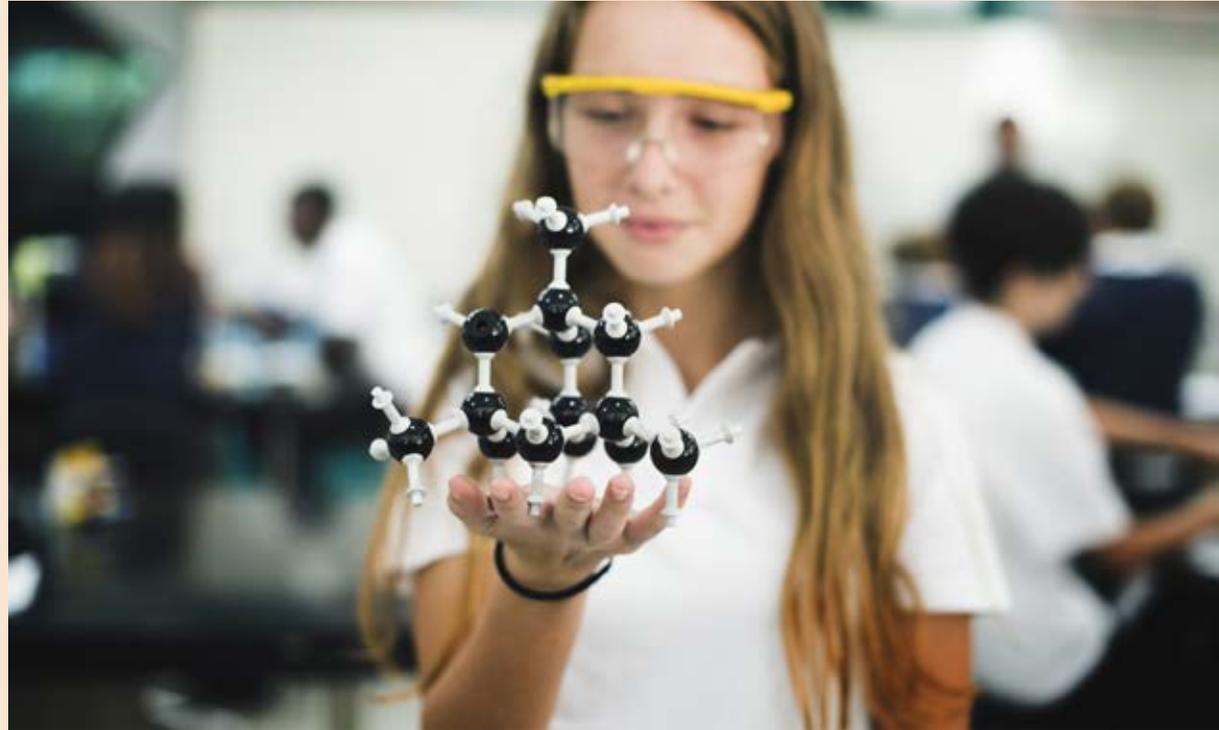
These appointments are made by the Secretary of State for Education and are subject to routine security clearance.

Disqualification from appointment

There are circumstances in which an individual will not be considered for appointment.

They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment to another public body terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.



PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

Holders of public office should act solely in terms of the public interest.

INTEGRITY

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

OBJECTIVITY

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

ACCOUNTABILITY

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

OPENNESS

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

HONESTY

Holders of public office should be truthful.

LEADERSHIP

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



HOW TO COMPLAIN

Please contact the Department for Education's Public Appointments team if you would like to make a complaint regarding your application at PublicAppointments.DFE@education.gov.uk

We will acknowledge your complaint upon receipt and respond within 15 working days.

If you are not content with our response please contact the Commissioner for Public Appointments at publicappointments@csc.gov.uk

Further information on complaints can be found on the Commissioner for Public Appointments's website publicappointmentscommissioner.independent.gov.uk