

Job Profile

Assessment Manager

Department	Energy & Environment Awards
Location	Solihull
Reports to	Senior Assessment Manager
Hours	Nominally 37 hours but operationally available at all times to meet Company requirements.
Contract	Permanent
Constraints (travel/ base/ working patterns etc)	Based from the office, you are required to attend our office for a minimum of 2 days per week and as required by the Company, for the proper performance of your duties or for specific meetings, events or training.
Salary	£55,000 per annum (dependent on experience)
Date	January 2026

About us

As part of Energy & Utility Skills Group, Energy and Environment Awards is the specialist awarding organisation for the energy and utilities sector, delivering a range of technical and safety critical engineering apprenticeship end point assessments and qualifications to the sector and more widely; and EUSR – the sector’s register of skills and industry recognised training programmes.

About the role

Reporting to the Senior Assessment Manager you will join an experienced team of assessment developers. You will be responsible for the design, development and review of a suite of vocational qualifications including apprenticeship end-point assessments and other regulated qualifications. You will also be responsible for ensuring reliability, comparability and consistency in line with regulatory requirements and apprenticeship policy.

You will develop effective working relationships with technical experts to meet delivery milestones, providing support and feedback to ensure quality outcomes. You will have responsibility for associated projects which complement our development activities and build our capacity and capability. You will also work with the Quality Managers and

Operations Manager to quality assure assessment outcomes and you will contribute to self-assessment and continuous quality improvement.

About you

You will have demonstrable experience of developing vocational qualifications and assessments within an Ofqual recognised awarding organisation. You will also have experience of working with technical experts, working to deadlines and quality assuring written work.

To be successful in this role, you must be able to prioritise workloads, have a high attention to detail and experience of working in a busy team with strong organisational and project management skills. You will communicate effectively with a wide range of internal and external stakeholders, including technical experts, centres, employers and regulators, such as Ofqual, and funding agencies.

An understanding of the energy and utilities or adjacent sectors would be helpful to understand the safety critical nature of this work.

Rewards

Join our growing organisation and you'll enjoy benefits including a generous holiday allowance, a company pension scheme, a performance bonus scheme and a Wellbeing Passport.

Key Responsibilities:

The key responsibilities of the Assessment Manager include:

- Designing, developing and reviewing high quality, regulatory compliant and efficient apprenticeship end-point assessments and other regulated qualifications, including specifications, assessment strategies, assessments and internal guidance.
- Project managing developments to deliver assessment products on time and to budget.
- Maintaining accurate qualification information on the Ofqual Portal
- Supporting the development of our portfolio strategy and the development of business cases for new apprenticeship end-point assessments and other regulated qualifications.

- Working with the business development, sales and marketing team to deliver the effective launch of new apprenticeship end-point assessments and other regulated qualifications, and maximise sales opportunities.
- Monitoring and evaluating assessment outcomes.
- Working with the Compliance Manager to identify and resolve potential non-compliances during development and delivery of assessment and support materials and to manage incidents around malpractice and maladministration.
- Working with the Quality Managers to ensure assessor/IQA/EQA training is effective in delivering consistent and valid outcomes.
- Managing risk and conflict of interest across the Energy & Environment Awards.
- Building strong and effective relationships with training providers, employers and other stakeholders across the energy and utility industries to maximise the strategic positioning of Energy & Environment Awards including, but not limited to, Skills England and Ofqual.

Additional responsibilities

- Ensure compliance with Energy & Utility Skills Group data protection policies and processes.
- Continuous professional development; commitment to personal and professional development.
- Take reasonable care of your own health and safety and that of others in the workplace.

Job Holder Specification

Specification	Essential	Desirable
Education/pre-requisite knowledge		
Graduate or working at graduate level.		✓
Knowledge of qualification and assessment development	✓	
In-depth knowledge of Ofqual's General Conditions of Recognition	✓	
Understanding of the energy and utilities sector		✓
Work Experience		
Demonstrable experience in to qualification development in an awarding organisation.	✓	
Experience of engaging with and building relationships with diverse internal and external stakeholders	✓	
Experienced in managing multiple projects		✓
Experience of working with computer based learner assessment systems		✓
IT literate – demonstratable experience of using Microsoft Office applications such as Outlook, Word, Excel and SharePoint.	✓	
Competencies & Skills	Essential	Desirable
Presenting & Communicating Information Excellent verbal communication skills and ability to write clearly, succinctly and correctly in a convincing and engaging manner. Writes in a well-structured and logical way to meet the needs and understanding of the intended audience.	✓	
Relating & Networking High level of interpersonal skills, establishes good relationships with customers and staff; builds effective networks of contacts inside and outside of the organisation; relates well to people at all levels.	✓	
Planning & Organising Self-motivated, plans activities well in advance and takes account of possible changing	✓	



circumstances; manages time effectively; identifies and organises resource needed to accomplish tasks and monitors performance against deadlines and milestones.		
Adhering to Principles & Values Upholds ethics and values, demonstrates integrity, maintains objectivity in decision making and adheres to organisational and professional standards.	✓	