



# Role Profile

<b>Job title:</b>	Standards Developer	<b>Reports to:</b>	Standards Development Manager
<b>Grade:</b>	D	<b>Last evaluated:</b>	12 March 2019
<b>Directorate:</b>	Products & Customer Services	<b>LT Area:</b>	Quality & Standards
<b>Location:</b>	Head Office	<b>Budget responsibility (optional):</b>	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies.

Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

## Role purpose:

This role contributes to the CITB's strategic priority to ensure the construction sector has access to the appropriate standards and qualification to meet their current and future skills needs. The post holder will be one of a team of Developers who are responsible for the development and maintenance of a range of standards and qualification products including: Training Standards, National Occupational Standards, Competence Based Qualifications, Assessment Strategies, Apprenticeship Standards/Frameworks. Individual responsibilities and accountabilities will vary depending on strategic objectives, previous experience and resource requirements.

## Key responsibilities and accountabilities (circa 5-7):

1. Develop and maintain National Occupational Standards, Training Standards, qualification structures, Apprenticeship Standards/Frameworks - ensuring they are compliant with relevant quality criteria and reflect industry requirements across the four home nations.
2. Consult and influence stakeholders including: Regulators, Awarding Organisations, training providers, HE and FE establishments, employers, federations, and card schemes - to support standards and qualifications activity as required.
3. Work closely with other teams within CITB to support the full development, delivery and review cycle, streamlining and co-ordinating our engagement with industry, and the deployment of wider CITB products and services such as Apprenticeship delivery, grant allocation, quality and verification.
4. Provide advice and guidance to internal and external stakeholders on entry to work, vocational and occupational standards and qualifications for the construction sector.
5. Act in line with Standards and Qualifications policies and procedures, proactively identifying opportunities for improvement
6. Carry out mapping of industry training schemes and qualifications against the appropriate CITB standards and qualifications to support Industry Card Schemes

## People Leadership / Team Leadership – where the role has direct or matrix reports.

- Indirect or direct management of relevant team members working on project streams as required



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## Key contacts and relationships:

### Internal:

- Strategy & Policy
- Partnerships
- Product Management
- Quality

### External:

- Government departments, devolved administrations and other policy makers.
- Regulators e.g. IFA, OfQual, FISSS, SQA, CCEA, Qualification Wales
- Awarding Bodies, colleges, training providers
- Employers and wider stakeholders such as Federations, Trade Associations
- Funding Bodies e.g. ESFA, Welsh Government, Skills Development Scotland
- Industry Card Schemes

## Knowledge and Experience

### Essential

- Knowledge of the current education and skills landscape, changing industry requirements, statutory requirements, underpinning standards development, units and qualifications and apprenticeship frameworks
- Ability to facilitate working group meetings with internal and external stakeholders
- Knowledge of apprenticeship framework design and structure
- Knowledge of Government stakeholder requirements in standards and qualifications and apprenticeship framework development
- Knowledge of qualifications in the construction industry at all levels
- Good communication and interpersonal skills
- The ability to deal with conflict and difficult situations
- Experience of working within a quality system
- Time management
- Good IT Skills.
- Creative and problem solving skills
- Ability to promote, negotiate
- Persuasive, influential and assertive.

### Desirable

Degree or equivalent level qualification or experience

Previous experience working with the key stakeholders within the construction sector

Technical writing or project management qualification.

## Behavioural competencies:

Drive for results - Level 2

Building capability - Level 2

Communicating with impact Level - 2

Working collaboratively - Level 2

Customer focus - Level 2

## Special Conditions/Other Requirements: e.g. travel requirements, working arrangements



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- Comply with corporate policies and procedures.
- Deal with issues in an appropriate and timely manner.
- Meet the requirements of the CITB Equal Opportunities Policy.
- Meet the requirements of the CITB Health and Safety at Work Policy.
- The post may require some working of non-standard hours as workload dictates.
- Regular travel and overnight stay required.
- Undertaking training in personal development as the needs of the post may require.
- Carrying out additional duties as shall from time to time be required as workload dictates.

## Version Control:

Version	Date	Author	Change
2.0E	12/03/19	Dawn Hillier	Changes made to key responsibilities, contacts and relationships and knowledge/experience to ensure profile reflects changes in structure and approach.
0.2			