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| **Job title** | CiLCA Lead Officer |
| **Reports to** | Education Manager |
| **Hours of work** | 8 per week (Mon – Fri) |
| **Salary** | SCP 26 (currently £36,124 FTE) Actual salary £7,787.52 |
| **Location** | Remote |

# Job Purpose

* Responsible for the academic quality of the Certificate in Local Council Administration (CiLCA) including content, assessment and verification practice, training, management and administration.

# Principal Accountabilities

* To ensure that CiLCA maintains its integrity as a Level 3 qualification awarded by Ascentis
  + To liaise with Ascentis and its External Verifiers as required and to meet all standards expected by Ascentis
  + To ensure that the qualification keeps up-to-date and relevant to legislation in both England and Wales
  + To evaluate the content and assessment of CiLCA in a variety of ways including a major review every five years and regular surveys
  + To create and implement the CiLCA Development Plan
  + To liaise with the Internal Quality Assurance Verifier (IQAV) to ensure that assessment is rigorous, consistent and reliable
  + To work with the IQAV when appointing assessors and others responsible for CiLCA
  + To work with the Education Manager when the need arises to appoint a new IQAV and to act as the IQAV’s line manager
* To oversee the management and administration of the CiLCA qualification
  + To lead on Ops Group meetings, preparing the agenda and chairing the meeting
  + To ensure that CiLCA policies are regularly reviewed and updated
  + To ensure that Ascentis, trainers and other stakeholders are well-informed about policies and processes and other issues as required
  + To liaise with the Education & Events Administrator to ensure that administration runs smoothly including record keeping, the e-portfolio tool and the update of the CiLCA pages of the SLCC website
  + To liaise with NALC, CALCs, One Voice Wales and both UK and Welsh Governments as required
* To oversee the quality of training for CiLCA
  + To provide a course that trains potential CiLCA trainers or mentors for delivering or supporting CiLCA
  + To ensure that all trainers are kept up to date with developments in CiLCA
  + To consult with trainers to understand their perspective on CiLCA
  + To provide a CiLCA Trainers’ Forum twice a year and other opportunities for discussion, sharing of experiences and solutions to issues
  + To maintain, update and promote the CiLCA Training Guide
  + To work with the Education Manager to ensure that Service Level Agreements are issued and returned signed at the end of each calendar year to ensure trainers are able to deliver training from the start of the next calendar year
  + Work with the Education Manager to produce and distribute the active list of CiLCA Trainers each January
  + To ensure that all training providers conduct peer reviews including the SLCC’s trainers
  + To manage the SLCC’s CiLCA training team (currently consists of 6 trainers)
  + To work with the Head of Education to deliver a variety of CiLCA training events for the CiLCA Recognised Trainers
  + To liaise with The Education & Events Administrator to ensure that the SLCC provides CiLCA Training to perspective students
  + Identify key topics that can be delivered to CiLCA Recognised Trainers to enhance their skill set

**General**

* To contribute to the SLCC team, working together for the benefit of the profession
* When requested produce content for the SLCC’s magazine, The Clerk
* To keep up to date with developments in relevant subject matter and in academic and educational trends
* To take telephone and e-mail enquiries ensuring correct information is given or redirected appropriately
* To engage in training or professional study as required

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Honours Degree | Degree or postgraduate qualification in a relevant subject |
| **Knowledge** | Excellent understanding of local council administration | Degree or postgraduate qualification in a relevant subject  Knowledge of assessment and verification practice |
| **Experience** | Practical experience of the local council environment  Practical experience of working with vocational qualifications | Relevant experience of teaching adults and the administration of education  Experience of designing and writing learning materials for distance or blended learning  Relevant experience of teaching, assessment and administration of vocational qualifications and working in conjunction with awarding bodies. |
| **Skills** | Good written & oral communication skills  Good interpersonal & empathy skills  Excellent organisational and record keeping skills with attention to detail | Chairmanship skills |
| **Attitudes** | To personally and professionally uphold the SLCC’s values of respect, ambition, dynamism, integrity & collaboration  Demonstrates adaptability to challenging circumstances, priorities & challenges  The ability to consider both strategic and operational perspectives  A willingness to learn and to innovate demonstrated through CPD record  The ability to work to tight deadlines  A willingness to challenge established practice in the search for improvement |  |