

JOB DESCRIPTION

Job Title:	Assessment Development Expert	Version: 1
Department:	Qualification and Assessment Development	
Reports To:	Assessment Solutions Manager	
Supervises:	External Technical Associates 12 month Fixed-Term Contract	
Grade:	(Grade 15)	Date: August 2026

Purpose of Job:

The purpose of an Assessment Development Expert (ADE) is to lead the design, development and review of initial assessments for allocated qualifications and guidance and support materials, ensuring alignment to Ofqual's qualification lifecycle and in accordance with regulatory Conditions and Principles. They will lead and coordinate assessment development projects across the breadth of the qualification portfolio, including high-stakes qualifications, generating evidence to ensure an audit trail is maintained and followed (e.g. for audits, DfE submissions, regulatory reviews). The ADE will work closely with the Qualification Development Experts, engaging with external stakeholders, industry organisations, and educational authorities to design and develop qualifications and assessments. Further, the ADE will work closely with regulators, industry organisations and educational authorities to plan and manage stakeholder validation in designing and developing VTCT assessment materials and products.

The ADE may be a sectoral expert, but importantly, is an assessment expert with a sound understanding of assessment design and development principles, processes and procedures, and regulatory requirements, which they can apply to any given sector. The ADE will not only contribute to the design and development of assessments but will also be responsible for coordinating associate subject matter experts, who will be commissioned to design, develop and review qualifications, assessments and support materials. The ADE will work closely with Qualification Development Experts to ensure the efficient and timely production of high-quality, valid and reliable assessments.

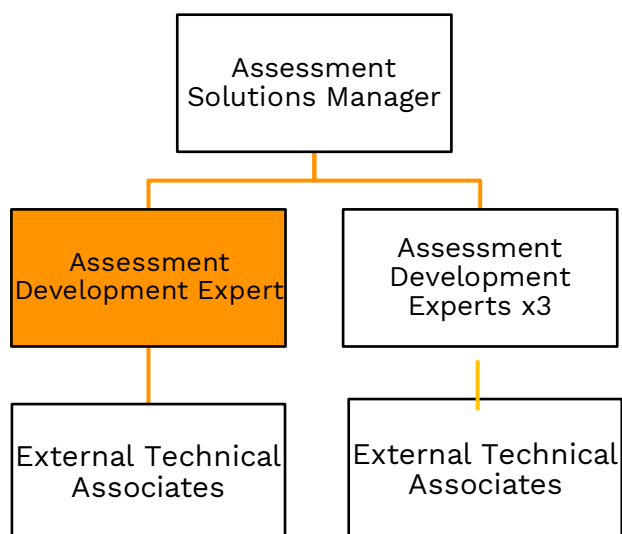
The ADE may also be required to contribute to reviewing VTCT's portfolio of regulated qualifications and endorsement applications.

The ADE provides specialist technical support to all other departments within the company, including Quality Assurance, Sales, Marketing, and Customer Support.

Dimensions:

Financial:	Work within the Qualifications and Assessment Development Budget, ensuring that specific budgets allocated to the design, development and review of assessments are delivered on time and within budget.
Staff:	Coordinates, supports and reviews the work of an associate workforce comprising subject matter experts and other specialists as required, given the type and nature of assessments being developed.
Others:	Strong links and relationships held to influence and inform assessment design and development, including working with partner organisations, UK-based employers, training providers (both VTCT and non-VTCT), professional bodies, and regulatory agencies like Skills England, Qualification Wales, Qualifications Scotland, CCEA and Ofqual.

Organisation Structure:



Principal Accountabilities:

1. Lead and coordinate the design, development and production of initial assessment items, products and materials as part of the qualification lifecycle, for allocated projects and qualifications.
2. For allocated projects, manage the production of assessment products (Specimen Assessment Materials, assignment briefs, exam papers, project briefs, guidance materials) using knowledge of assessment design principles to ensure effective and efficient product development and ensure they are compliant to policies, procedures and contractual obligations, and external requirements.
3. Develop and implement resources and training for new and existing qualifications and assessment products, while supporting HR and finance with associate contracts and work schedules.
4. Review and improve assessment items, securing clarity, accessibility, validity and reliability, maintaining assessment performance.
5. Be responsible for the formatting, proofreading and high-quality, timely final publication (both online and hardcopy) of assessment items by liaising with internal departments and external stakeholders and partners, formally approving assessments for use.
6. Adhere to organisational processes, ensuring a comprehensive trail of evidence is generated for audit purposes to design, develop and review all assessment materials, products and supporting materials.
7. Lead stakeholder validation panels and technical reviews, ensuring all products and proposed assessment strategies, frameworks and instruments are valid, reliable, regulatory compliant and fit for purpose.

8. Recruit, train and monitor the performance of associate writers and other experts involved in the design, development and review of assessments and products and services.
9. Be accountable for regulatory compliance of all assessment design, development and review activity within allocated areas of responsibility.
10. Review endorsement applications as requested, making judgements in line with pre-defined criteria.
11. Support the compliance team by generating and reviewing the sufficiency and accuracy of assessment evidence for review and audit purposes in accordance with regulatory conditions and principles.
12. Support Qualification Development Experts on the design, development and review of qualifications.
13. Carry out training and standardisation activities (where relevant) for associates, as required.
14. Act as the Specialist Lead to support the External Quality Assurance Team.
15. Acts as one of the organisation's chief technical authorities in specialist sectoral areas for External Quality Assurers (EQAs) and Apprenticeship Assessors and provides technical solutions, leads on maintaining quality standards and provides advice to EQAs to resolve complex or challenging quality assurance situations.
16. Manage the implementation of performance management systems for contracted associate experts.
17. Work collaboratively with Sales and Marketing teams to deliver product and promotional material development objectives.

General Responsibilities:

- Undertake training and development as required by the organisation.
- Demonstrate by actions commitment to organisation's Values.
- Demonstrate by actions commitment to equality, diversity and inclusion.
- Any other duties commensurate with role to support the organisation's business needs.
- To be responsible for their own health and safety.

Working Relationships and Contacts:

- Regular contact with Head of Qualifications and Assessment and the Assessment Solutions Manager.
- Regular contact with Qualification Development Experts.
- Regular contact with Product and Assessment Administrators.
- Coordination of an associate workforce.
- Liaise with customer contacts, employers, providers and other agencies including regulators.

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i>	• An excellent understanding of the design principles of valid and reliable assessments. • Expert specialist knowledge in field of specialism. • Expert knowledge of educational assessment.	
Technical/Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.</i>	• Excellent writing and proof-reading skills. • Excellent communication skills, including diplomacy and negotiation skills. • Proficient IT skills including Microsoft Outlook, SharePoint, HubSpot, Excel and Word. • Ability to create innovative solutions to unique problems. • Excellent project management skills and the ability to manage a remote team. • Effective organisational skills.	
General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i>	• Ability to promote effectively. • Ability to work to deadlines under pressure. • Ability to professionally represent VTCT Skills externally. • Exceptional eye for detail. • Ability to work as an individual and as part of a team. • Ability to recruit and develop a team of external associates.	

	• Willingness to undertake training and development activities.	
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive).</i> <i>Please include a minimum no. of years' of experience where possible (i.e. 3+ years).</i>	• Experience of developing learning, teaching, qualification, support and assessment materials. • Experience of working in the vocational skill sector. • Experience of project management and of managing people. • Experience of working in a regulatory environment.	
Qualifications <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i>	• A relevant Level 3 (or higher) vocational qualification or equivalent in Specialism. • Teaching qualification. • Assessor and Internal Quality Assurance (IQA) qualification. • Educated to Level 2 in English and Maths.	• A relevant Level 4/5 vocational qualification in Specialism. • Project management qualification or equivalent.

Job Description Confirmation Section

Job Title: Assessment Development Expert

Department: Qualification and Assessment Development

I confirm that this is a true and accurate reflection of this job



Sam Luce

LINE MANAGER/SUPERVISOR
signature

Print Name

10/08/2026

Date

JOBHOLDER signature

Print Name

Date

Comments/Notes:

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
6	HR Advisor	September 2024	Document moved to new template	HR Advisor
7	HR Advisor	January 2025	Amended structure format	Executive Support & Governance Lead

Document Review

Role	Review Status
Executive Support & Governance Lead	Update complete

Document Owner

Document Owner	Document shared with
HR Advisor	HR Director

Document Sign-off

Role	Sign-off Date
HR Director	January 2025