
 <p>THE INSTITUTION OF FIRE ENGINEERS FOUNDED 1918 • INCORPORATED 1920</p>	<p>THE INSTITUTION OF FIRE ENGINEERS</p>	 <p>The IFE is a licensed member of The Engineering Council</p>
	<p>Job Description</p>	
	<p>Head of Education</p>	

Reporting directly to the CEO, the role of the Head of Education is to manage and develop the IFE Qualifications Department and ensure that work carried out by staff and volunteers complies fully with Ofqual conditions and is consistent with the professional standards and strategic direction of the IFE. This is a senior role and it is expected that the successful applicant will present papers to the IFE's Board and international General Assembly, liaise with Ofqual and work with organisations in the private, public and voluntary sectors to meet the needs of the fire sector.

Management and Quality Assurance

- Supervise the work of a team of staff and volunteer examiners at each key stage in the examinations cycle, providing leadership and advice.
- Agree the suitability of centres/invigilators and approve the cost-benefit of each centre.
- Ensure accuracy is maintained in registering candidates for the examinations of their choice, acknowledging applications and sending confirmations.
- Proof-read examination materials; organise printing and distribution and the return of these materials to and from the examination centres.
- Supervise the accurate verification, collation and distribution of examination results and pass certificates.
- Coordinate the appeals process.
- Coordinate the completion of the Examination Committee's Annual Review.
- Ensure that syllabus revisions and changes to the reading lists are completed before the next examination cycle begins.
- Prepare for external audit, working with the CEO to manage the audit visit and ensure compliance by the IFE with standards required by the regulator.
- Ensure that appropriate in-house and external training is in place for staff and volunteers in order to maintain currency of knowledge and to provide a qualifications service of the highest standard.

Qualifications Development

- Work with employers and other partner organisations to review and consider new qualifications to meet their needs; work with volunteer examiners and staff to produce proposals.

- Develop and maintain a good and current knowledge of National Occupational Standards in relation to the fire sector, particularly those related to the UK Fire and Rescue Service.
- Maintain and enhance understanding of vocational qualification frameworks, including the NQF and QCF.
- Undertake the successful transfer of IFE qualifications between frameworks, if required and submit for regulatory approval.
- Maintain an excellent relationship with the qualifications regulator, Ofqual, attending events and meetings as needed.

Strategic

- Attend meetings of the Board of Directors as required to present quarterly updates, including proposals for new developments.
- Participate in strategic and operational planning.

General

- Comply with personnel, financial and health and safety procedures, as indicated in the Staff Handbook
- Achieve personal and departmental objectives as agreed and undertake continuing professional development as required.

The above is not an exhaustive list and all staff are expected to be flexible and carry out different tasks from time to time, at the request of the Chief Executive Officer.

The usual place of work of the Head of Education will be at the Head Office of the IFE. However, occasionally it may be necessary to work at another location, normally within the UK, with the agreement of the Chief Executive Officer, for a short period of time not normally exceeding two weeks.