



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Quality and Performance Co-ordinator		
<b>Department:</b>	Education Department	<b>Section:</b>	Administration
<b>Reports to:</b>	Director of Education		
<b>Grade:</b>	Falkland Islands Government Grade C	<b>Job Code:</b>	251

## Job Facts & Figures:

Establishment total: c120 FTE staff working in the Infant and Junior School and Camp Education; the Falkland Islands Community School, the Training Centre, Stanley House Hostel and the Library.

## Job Purpose:

To provide standardised quality support functions across the education directorate.

## Main Accountabilities:

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#### Quality Assurance

1. Manage internal and external inspection activities including post inspection action planning.
2. Collate and report on quality assurance activities across the Directorate.
3. Plan and manage change in accordance with the schools' improvement plans.
4. Co-ordinate actions resulting from audit reports. Establish and maintain a range of controls and procedures.

#### Systems, Policies and Procedures

5. Maintain all Education policies and procedures and ensure full adherence across the sector.
6. Provide staff development when necessary on new initiatives or to maintain full staff compliance with a particular procedure.
7. Prepare plans, policies, procedures and practices (such as Business Plans, Service Plans, Risk Management Matrixes, Contingency Plans and Quality Procedures).
8. Develop systems for monitoring and evaluation of a range of KPIs across the Education Directorate.

#### Financial Resource Management

9. Evaluate information and consult with the Senior Leaders and Education Board to prepare a realistic and balanced budget for the Education Department activity.
10. Ensure that the directorate has a strategy for investing in technology aligned to the overall vision and plans ensuring value for money.
11. Use the agreed budget to actively monitor and control performance to achieve value for money

#### Management Information Systems & ICT

1. Use Capita SIMS to collate, analyse and provide management information to Unit Heads and the Director of Education
2. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
3. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
4. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems

*The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.*



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## Criminal Record Checks:

This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

## Person Specification:

Quality and Performance Co-ordinator

Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
Educated to degree level	✓		A
A teaching qualification (any sector)		✓	A
Qualification in business management / school business management e.g. CSBM, DSBM or equivalent		✓	A
Current training in safeguarding and child protection		✓	A
<b>Knowledge, Skills and Experience:</b>			
Extensive experience of working within the education sector	✓		A / I / R
A high degree of familiarity with technology within education	✓		A / I
Proficiency with Microsoft Office, particularly Excel	✓		A / I
Experience of working in a quality role	✓		A / I
Demonstrable experience of quality improvement	✓		A / I / R
Excellent organisational, planning and analytical skills	✓		I / R
Experience of preparing or contributing to budgets	✓		A / I
Excellent leadership skills including experience of inter-departmental responsibility	✓		I / R
Experience of management information systems	✓		A / I / R
A high degree of confidentiality and discretion is essential	✓		I / R
Experience of relevant financial management	✓		A / I / R
Relevant business support role within an educational context		✓	A / I / R
Experience and understanding of risk management		✓	A / I / R
Working knowledge of FMS6, Capita SIMS.net and P7		✓	A / I / R



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<b>Person Specification:</b>	Quality and Performance Co-ordinator		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Ability to motivate colleagues	✓		I / R
Able to demonstrate good interpersonal skills and the value in teamwork	✓		I / R
Ability to prioritise and organise workload	✓		I / R
Confident and articulate	✓		I / R
Pleasant and approachable	✓		I / R
Able to contribute to community life		✓	I / R

**Method of assessment:**

A - Application Form

I - Selection Interview

R - Reference