**IPMA Lead Quality Developer – Role Description**

The IPMA Lead Quality Developer supports the APM Professional Standards Team to develop the assessments for the APM IPMA qualifications and the IPMA assessor and marker team, ensuring the assessments are to a high standard of quality and the IPMA assessors meet agreed standards and within set tolerances.

**Purpose**

To be a Project, Programme and Portfolio Management subject specialist and have assessment experience to develop the assessor and marker teams and report on their performance to APM, in addition to this The IPMA Lead Quality Developer will provide support to Assessment Writers, ensuring appropriate assessment materials, including question papers and mark schemes, are produced

**Responsibilities**

* To support the APM Professional Standards Team and Chair of Examiners in setting the assessment marking standard.
* To support the Question and Assessment Writers in producing high quality questions and mark schemes.
* Support the APM Professional Standards Team in conducting the Marker and Assessor quality assurance process and annual standardisation with the Markers and Assessors, and report on their performance.
* To ensure parity of standards across all the marker and assessor pools and support the APM Professional Standards Team to monitor the marking standards of all markers, ensuring accuracy and consistency throughout.
* Support the Professional Team with Marker and Assessor appointment, training and reappointment.
* To submit reports on the performance of the Markers and Assessors.
* To ensure final questions and assessments meet the qualification’s assessment specification content, syllabus coverage and are rigorous yet fair and balanced, prior to recommending their sign off by the Chair of Examiners and APM Professional Standards Team.
* To ensure parity of standards across questions and question papers.
* To support the APM Professional Standards team with training of assessment Writers.
* To attend the Senior Examiner Team meetings.

**Experience/qualifications needed**

* You will be certified to at least the level you are assessing or provide evidence of significant current (in the last 3 years) personal practice in a range of roles within projects, programmes or portfolios for the level you will assess.
* You will have proven management and leadership experience. Be able to have “difficult conversations” about their performance to team members in a constructive and positive way.
* You will have comprehensive understanding of effective quality assurance mechanisms and experience of implementing them.
* You will have the ability to monitor performance, understand and analyse statistics and make recommendations based on these.
* You will have a good track record in developing constructive and value-added relationships with senior professionals and be able to deliver process improvements within the examinations and assessment procedures.
* You will have access to, and ability to use a PC/laptop, the internet and relevant software and media securely in their own home.

The successful candidate will be expected to undergo training on APM processes and regulations.

**Advantageous experience/qualifications**

* You will have at least 2 years prior experience of marking and setting or evaluating assessments in a higher education, further education or professional body setting. Relevant experience of working in the secondary education sector. Other relevant public examinations will be considered.
* You will have relevant recent or current teaching or practitioner/consultancy experience.
* You will have experience of reviewing assessment materials and providing constructive feedback for question and assessment writers and APM staff.
* You will have an understanding and or experience of delivering standards setting for Markers and Assessors.