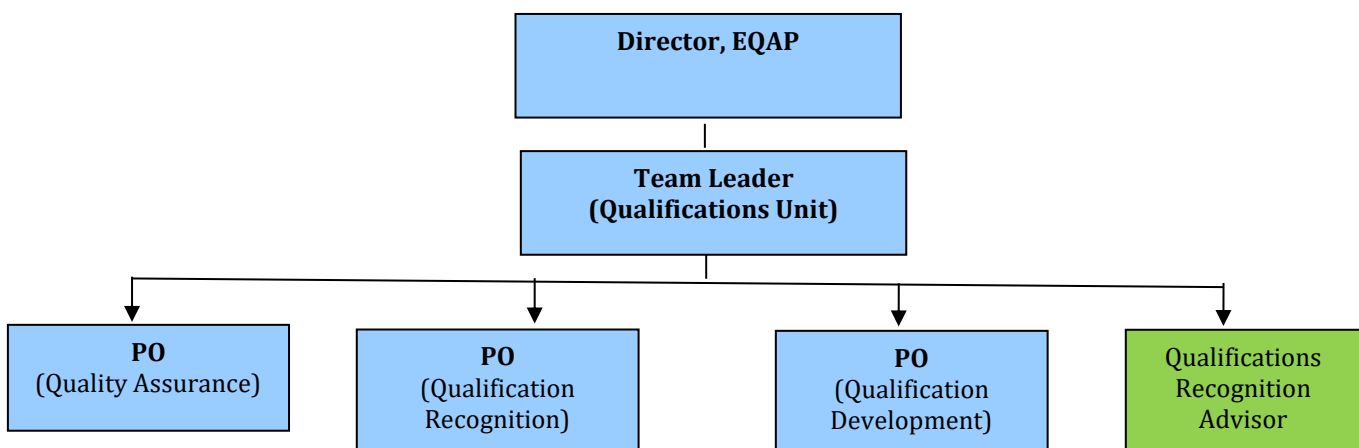




JOB DESCRIPTION

Job Title:	Qualifications Recognition Advisor
Division/Programme and Section/Project (if any):	Educational Quality and Assessment Programme, Qualifications Unit
Location:	Suva, Fiji
Reporting to:	Team Leader (Qualifications)
Number of Direct Reports:	0
Purpose of Role:	The position is responsible for leading the referencing and benchmarking of qualifications and quality assurance frameworks, and support strengthening of national and regional quality assurance frameworks, qualifications and information systems to promote the recognition of Pacific qualifications.
Date:	January 2024

Organisational Context and Organisation Chart



Key Result Areas (KRAs):

The position of Qualifications Recognition Advisor encompasses the following major functions or Key Result Areas:

1. Provide leadership and support on the referencing and benchmarking of qualifications frameworks and quality assurance practices.
2. Provide leadership and support on the development of an integrated information system to maintain and share information on accredited qualifications and qualifications systems.
3. Provide high level advice, support and training on the development and implementation of policies, procedures and strategies on qualifications systems strengthening and recognition of qualifications.
4. Establish and maintain high level strategic partnerships with New Zealand Qualifications Authority, national quality assurance agencies, industry organizations, training providers and other stakeholders to promote the initiatives and seek buy-in and support on the mutual and external recognition of Pacific qualifications.
5. Facilitate the efficient operations of the Pacific Qualifications Advisory Board.
6. Contribute effectively to the development, implementation and reporting of the annual workplan of the Qualifications Unit.

The performance requirements of the Key Result Areas are broadly described below

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Referencing and Benchmarking – Provide leadership and support on the referencing and benchmarking of qualifications frameworks and quality assurance practices. (30%)</p> <p>1.1 Develop a plan and timetable for the technical working group (TWG) on referencing and benchmarking.</p> <p>1.2 Convene and manage the meetings of the TWG on referencing and benchmarking.</p> <p>1.3 Monitor the progress of referencing and benchmarking activities against agreed plan.</p> <p>1.4 Provide leadership on referencing and the development of referencing and systems strengthening reports.</p> <p>1.5 Provide leadership to ensure the timely conduct of referencing and development of systems strengthening reports.</p> <p>1.6 Provide leadership on the capability development of staff participating in referencing and benchmarking.</p>	<ul style="list-style-type: none"> • Plan and timetable for the technical working group (TWG) on referencing and benchmarking is developed and endorsed. • Meetings of the TWG on referencing and benchmarking are convened as planned. • Progress of referencing and benchmarking is monitored against agreed plans. • Appropriate support on referencing is provided. • Support on the development of systems strengthening reports is provided. • Leadership to ensure the timely conduct of referencing and the development of systems strengthening reports is provided. • Support on the development of capability of staff participating in referencing and benchmarking is provided.
<p>KRA 2: Development of an Integrated Information System – Provide leadership and support on the development of an integrated information system to maintain and share information on accredited qualifications and qualifications systems. (20%)</p> <p>2.1 Develop a plan and timetable for the technical working group (TWG) on information systems (IS).</p>	<ul style="list-style-type: none"> • Plan and timetable for the TWG on IS is developed. • Meetings of the TWG on IS is convened as planned.

<p>2.2 Convene and manage the meetings of the TWG on IS.</p> <p>2.3 Monitor the progress of work of the TWG on IS against the agreed plan.</p> <p>2.4 Provide leadership and support on the development of IS specifications and systems strengthening reports.</p> <p>2.5 Provide leadership and support to the TWG to ensure the activities are carried out as efficiently and as planned.</p> <p>2.6 Provide leadership on the capability development of staff participating in IS systems strengthening.</p> <p>2.7 Oversee the development, testing, trialling and implementation of an integrated IS system to maintain and share information on accredited qualifications and qualifications systems. .</p>	<ul style="list-style-type: none"> • Progress of the work of the TWG against agreed plan is monitored and amendments made where required. • Support on the development of IS specifications and systems strengthening is provided. • Leadership and support is provided to ensure the activities of the TWG are carried out efficiently and as planned. • Support on the capability development of staff participating in IS systems strengthening is provided. • An integrated IS system is developed, tested, and implemented to share and maintain accredited qualifications and qualifications systems.
<p>KRA 3: Policy Development and Systems Strengthening - Provide high level advice, support and training on the development and implementation of policies, procedures and strategies on qualifications systems strengthening and recognition of qualifications. (20%)</p> <p>3.1 Facilitate the capability development of staff on policy development and review.</p> <p>3.2 Provide support on the development of new policies and review of existing policies.</p> <p>3.3 Provide support on the development and implementation of systems strengthening strategies and plans.</p>	<ul style="list-style-type: none"> • Staff are trained on writing policies and procedures. • Support on the development of new policies and review of existing policies is provided. • Support on the development and implementation of systems strengthening strategies and plans is provided.
<p>KRA 4: Relationship Management and Stakeholder Buy-in and Support on Qualifications Recognition Initiatives – Establish and maintain high level strategic partnerships with New Zealand Qualifications Authority, national quality assurance agencies, industry organizations, training providers and other stakeholders to promote the initiatives and seek buy-in and support on the mutual and external recognition of Pacific qualifications. (20%)</p> <p>4.1 Collaborate with NZQA to ensure the provision of timely support on the referencing of qualifications frameworks and strengthening of regional and national systems.</p> <p>4.2 Lead the Educational Quality and Assessment Programme (EQAP) team to provide support on referencing and systems strengthening to national agencies.</p> <p>4.2 Collaborate with national quality assurance agencies, industry organisation and training</p>	<ul style="list-style-type: none"> • Timely and appropriate support on referencing and systems strengthening is provided to national agencies by NZQA. • Timely and appropriate support on referencing and systems strengthening is provided to national agencies by EQAP. • National quality assurance agencies, industry organizations and training providers actively participate in the activities on referencing and systems strengthening.

<p>providers for their support on the initiatives on recognition of Pacific qualifications.</p> <p>4.2 Coordinate the development of project publicity materials with EQAP’s Communications team.</p> <p>4.3 Support the EQAP Communications team to develop and disseminate information and visibility content to inform the stakeholders on the progress, outcomes and benefits of the qualifications recognition project using different tools and medium.</p> <p>4.4 Receive and respond to queries on the project from participating countries and other stakeholders.</p> <p>4.5 Maintain a register of stakeholders.</p> <p>4.6 Convene meetings of stakeholders periodically.</p> <p>4.7 Seek stakeholder buy in and support on the initiative on mutual and external recognition of Pacific qualifications.</p>	<ul style="list-style-type: none"> • National quality assurance agencies, industry organizations and training providers embrace and promote the initiatives on recognition of Pacific qualifications. • High quality project knowledge products are produced in a timely manner. • High quality project knowledge products are produced in a timely manner. • Project updates are accurately captured and presented to the Qualifications and Communications Team Leaders. • Queries are attended to on a timely manner with relevant EQAP staff being informed. • The stakeholder register is updated on a timely manner. • The stakeholder meeting invites, and discussion content are produced, approved and disseminated to participants on a timely manner. • Stakeholders have pledged buy in and support on the initiative on mutual and external recognition of Pacific qualifications.
<p>KRA 5: Meetings of the Pacific Qualifications Advisory Board: Facilitate the efficient operations of the Pacific Qualifications Advisory Board (PQAB). (5%)</p> <p>5.1 Develop the TOR and meeting procedures and protocols of the PQAB.</p> <p>5.2 Facilitate regular meetings of the PQAB.</p> <p>5.3 Liaise with the chairperson and members to develop meeting agenda and coordinate the development of meeting papers.</p> <p>5.4 Prepare and present papers at PQAB meetings.</p> <p>5.5 Record deliberations of the PQAB meeting and develop meeting outcomes.</p> <p>5.6 Provide support to the PQAB to enable it to function efficiently.</p> <p>5.7 Provide advise and direction on referencing and systems strengthening to the PQAB.</p>	<ul style="list-style-type: none"> • TOR and meeting procedures of the PQAB developed in consultation with the members. • Periodic meetings of PQAB are organised. • Meeting time and agenda of the PQAB is determined in consultation with Chair and members. • Meeting agenda and papers prepared and circulated at least 14 days prior to the date of the meeting. • Meeting papers and minutes are developed and dispatched to members on time. • Final minutes, resolutions and outcomes of the meeting are distributed to members within 2 weeks after the meeting. • Support needed by the PQAB is provided to enable its efficient operations. • All logistical arrangements for meetings are made on time. • PQAB makes appropriate decisions on referencing and systems strengthening through appropriate and timely advice from EQAP.
<p>KRA 6: Team Performance: Contribute effectively to the development, implementation and reporting of the annual workplan of the Qualifications Unit. (5%)</p>	

<p>6.1 Be an efficient member of the Qualifications Unit and support the mission, goals and activities of the section.</p> <p>6.2 Contribute to the development, implementation, review and reporting on the performance of the Qualifications Unit in implementing the EQAP Business Plan, and SPC's overarching regional goals.</p> <p>6.3 Represent the section in various meetings, both internally and externally.</p> <p>6.4 Attend to any other duties delegated from time to time.</p>	<ul style="list-style-type: none"> • The member uses his/her initiative to ensure activities are carried out efficiently and the outputs of the section are achieved. • Input on the development, implementation, review and monitoring of the Unit's workplan is provided. • Qualifications Unit's work plan is articulated within EQAP's business and workplan and the performance of the section is reviewed and reported on, on a timely basis. • Qualifications Unit is represented in all forums in which its presence is required. • Other delegated responsibilities and activities are carried out efficiently.
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Most Challenging Duties Typically Undertaken (Complexity):

<p>Seeking agreement and endorsement of the criteria and guidelines on referencing of qualifications frameworks.</p> <p>Acquiring the required information to carry out referencing of qualifications frameworks and assessment of foreign qualifications.</p> <p>Compiling referencing reports and seeking timely feedback and endorsement</p> <p>Working in collaboration with national and regional quality assurance agencies.</p> <p>Working in collaboration with the Pacific Qualifications Advisory Board members and administrative and finance staff of EQAP to ensure the efficient and timely conduct of the board meeting.</p> <p>Providing guidance and support to ensure there is agreement on the outcomes of referencing and benchmarking.</p> <p>Monitoring the work of the TWGs to ensure their work is carried out as planned and achieve the required results and outcomes.</p>
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Industry stakeholders, including regional, national and professional organisations • National quality assurance agencies • International quality assurance agencies • Industry and quality assurance experts • PBEQ • Pacific Qualifications Advisory Board 	<ul style="list-style-type: none"> • Consultation on comparability and relevance of qualifications • Consultation, feedback and endorsement on referencing criteria and guidelines • Conduct of referencing and benchmarking • Development referencing, benchmarking and systems strengthening reports

<ul style="list-style-type: none"> • Training Providers 	<ul style="list-style-type: none"> • Development, review and implementation of policies, strategies and plans • Collaboration with agencies to share information and reports • Discussion with consultants and QA experts • Development and distribution of meeting agenda, papers, minutes and resolution. • Consultation with members on the time for the meeting • Development and presentation of meeting papers • Development of meeting agenda and outcomes • Standards and criteria on the development and delivery of training programmes.
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Team Leader (Qualifications) • Staff of the Qualifications Unit • Director EQAP • Deputy Director EQAP • Team Leader (Finance) • EQAP Finance Officer • Communications Officer • SPC Staff 	<ul style="list-style-type: none"> • Section matters • Conduct of referencing and benchmarking and development of reports • Update on work • Risks and mitigation strategies • Provision of financial support • Support on referencing and benchmarking • Publicity on project and posting of referencing reports on website

Level of Delegation:

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

Personal Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A masters degree or equivalent mix of academic qualifications and experience • A qualification in teaching or training 	<ul style="list-style-type: none"> • A masters degree from a recognized institution • A qualification in quality assurance/audit

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7 years of experience in quality assurance and operations of quality assurance agencies; • Strong understanding of qualifications frameworks and how qualifications are accredited on them; • Experience in development and presentation of meeting papers; • Experience in the development, implementation and review of policies and plans on systems strengthening; • Experience in providing staff capability development support; • Experience in working with professionals with diverse backgrounds from different organizations; • Experience in negotiating solutions and providing strategic support and direction; • Experience in the use of information technology tools for communication with external stakeholders; and • Experience in data analysis and in report writing. 	<ul style="list-style-type: none"> • At least 5 years of teaching at secondary level; • Understanding on referencing qualifications frameworks; • Experience in carrying out referencing of qualifications frameworks; • Has negotiation skills and can provide strategic support and direction; • Knowledge and understanding on the systems and protocols on qualification recognition; • Knowledge of industrial / professional standards and qualifications; • Knowledge of Pacific Island countries Education and Assessment systems; and • Experience in developing training/teaching and learning materials in a higher education institution.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Positive professional attitude for the provision of high quality service
Advanced level	<ul style="list-style-type: none"> • A flexible approach and a willingness to assist with a variety of other tasks within the Secretariat
Working knowledge	<ul style="list-style-type: none"> • A high level of interpersonal skills and cultural sensitivity; • Ability to set priorities and successfully working with minimal supervision; • Ability to work within timelines and to respond to stakeholders needs immediately; • Commitment to continuous improvement.
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • Ability to work well with all other Secretariat staff; • Excellent oral and written communication skills; • Ability to deal with confidential information in a professional manner; • Ability to maintain confidentiality of information private to individual stakeholder and to maintain neutrality as a professional officer.

Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.