



Qualifications Manager

Based in the City of London and remotely

Salary: £39,000 per annum
Plus £7.5% company pension contribution
A travel allowance of £2,500 per annum
Hybrid working arrangements
Discretionary Bonus

We are seeking Qualifications Managers for our Global Learning team. Our Qualifications Managers are responsible for the ongoing management of our exam portfolio, working to ensure that our assessments are valid, reliable and fair, meeting regulatory and industry requirements. The successful candidates will work closely with industry representatives on maintaining the relevance of our qualifications.

You will:

- Plan and manage the development, review, monitoring and maintenance of assessments according to agreed quality standards, timescales and procedures, to deliver validity, reliability and comparability.
- Actively lead and manage subject specialist panels for a designated portfolio of qualifications, ensuring appropriate practitioner support is used to maintain the quality and relevance of syllabi and assessments.
- Manage internal and external stakeholder relationships, to ensure that qualifications and assessments are current, up-to-date and meet stakeholders' needs.
- Work effectively with external specialists to commission assessment content and confirm that it is fit for purpose.
- Manage assessment publication processes according to agreed quality standards, timescales and procedures.
- Review and report on the performance of the designated portfolio
- Inform the content of public-facing information and communications relating to their designated portfolio.
- Contribute to the development of new or revised qualifications, assessments and CISI learning materials.
- Work effectively with other CISI teams and departments and be the main point of contact for queries about the content and assessment of their designated portfolio.

The following skills and experience are required:

- A degree or equivalent in any subject or at least 2 years' experience of managing a qualifications portfolio in another awarding organisation or similar
- Strong statistical analysis skills, capable of analysing and interpreting statistics and producing reports
- Excellent communication and interpersonal skills, written and oral, with the ability to influence and manage external stakeholders
- Project management skills
- A passion for the development and delivery of valid, reliable and fair qualifications
- A clear communicator who is able to work across a range of teams working to different drivers
- A demonstrable understanding of regulatory frameworks and compliance culture
- Adaptable and resilient, able to thrive in a dynamic global commercial environment
- Strong ethical standards and commitment to promoting integrity in financial services
- Continuous improvement mindset with a passion for professional development and industry advancement

Please also let us know in your application if you have experience of quality assurance systems and procedures.

We offer a competitive remuneration package, which includes:

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A Wellness Allowance of up to £30 a month
- 23 days full-time equivalent and additionally the Institute closes for three days between Christmas and New Year.
- A travel allowance after passing probation which has a value of £2,500 per annum
- Hybrid working arrangements.

Please send your CV, salary expectation and availability to HR at jobs@cisi.org

Candidate Adjustments

At CISI we encourage applications from a neurodiverse workforce so please do reach out to HR@cisi.org to discuss reasonable adjustments if required.

Our London office is open plan with agile desk booking; however, we are able to arrange reasonable adjustments for candidates that require a fixed working space.

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

Its purpose is *“To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services.”*

For more information on the CISI, please see our website at www.cisi.org