



RECRUITMENT PACK



About ABE

ABE is a British exam board which has been at the forefront of developing business education since we were founded in 1973. We have a strong international focus and, as a not-for-profit, our mission is empower people to transform their lives and communities through gaining high-quality business, leadership and entrepreneurial skills. ABE is regulated in the United Kingdom by Ofqual and it is recognised by similar regulatory authorities in many other countries.

In 2023 ABE became an independent subsidiary of The Institute of Leadership, a charity and membership organisation founded in 1947, dedicated to unlocking leadership potential.



Our commercial team consists of a global network of local specialist business development managers. Our traditional and largest customer base consists of post-school, tertiary education institutions and qualifications at RQF Levels 4 and 5 as an entry to higher education or career progression. We also have courses for Key Stage 3 and university partnerships, and our aim is to create a seamless product pathway from the school room to the board room.

How we work

We work with a network of international education partners to develop skills that support businesses, empower individuals, reduce gender inequality and tackle extreme poverty.

Our post-school qualifications are delivered through a network of high-quality accredited TVET centres (colleges and training providers). Our qualifications enable people to become professionally qualified business practitioners at any age or stage in their career, frequently providing their sole pathway to higher education.

Why work for us

When you join ABE, you're part of a small but dedicated team committed to our social mission. Our culture is friendly, inclusive, hard-working with a can-do attitude. People are willing to do whatever it takes to achieve our objectives and help each other out.

Equal opportunities

We are committed to equal opportunities in employment and service delivery. The policies and practices of ABE aim to promote an environment that is free from all forms of unlawful or unfair discrimination and they value the diversity of all people.



**"I HELP STUDENTS
ACHIEVE THEIR
DREAMS TO GET
A BETTER JOB
AND MAKE A
BETTER LIFE FOR
THEIR FAMILIES."**

Compliance & Assessment Manager

Reports to:	Director of Quality, Standards & Operations
Salary:	£40,000-£45,000
Based:	Homeworking
Contract type:	Permanent
Hours:	37.5 hours per week, over 5 days
Travel:	To company team meetings within UK (currently quarterly in Surbiton), face to face meetings with line manager or Senior Leadership Team, and colleagues.

Job Purpose

The Compliance & Assessment Manager is responsible for the operational leadership and continuous improvement of ABE's compliance and assessment activities. Working closely with the Director of Quality, Standards & Operations, you will ensure ABE remains compliant with regulatory requirements while delivering high-quality, fair and reliable assessments.

You will lead the development and implementation of compliance frameworks, assessment processes and governance activities, helping to safeguard qualification standards and maintain confidence amongst learners, centres, regulators and stakeholders. You will also provide expert support on regulatory and assessment matters, helping drive continuous improvement across the organisation.

About you

You are a proactive and detail-oriented professional who enjoys ensuring things are done properly, consistently and to a high standard.

You have experience working within regulated environments and understand the importance of compliance, governance and quality assurance. You are comfortable analysing information, identifying risks and implementing practical solutions that support both regulatory requirements and organisational objectives.

You are equally comfortable working independently and collaborating with colleagues, regulators, centres and external stakeholders. You take ownership of your work, communicate effectively and are motivated by the opportunity to improve systems, processes and outcomes.

Key Tasks, Accountabilities and Responsibilities

Compliance

- Lead and maintain ABE's compliance framework, ensuring regulatory obligations, quality assurance arrangements and internal controls remain effective and aligned to organisational objectives.
- Provide assurance to the Director of Quality, Standards & Operations on compliance performance, regulatory risk and adherence to awarding organisation requirements.
- Lead the production and submission of regulatory returns, annual declarations, governance reporting and compliance documentation.
- Own assessment-related compliance activities, including malpractice and maladministration investigations, complaints, appeals, reasonable adjustments, special considerations and exemption requests.
- Develop and continuously improve compliance policies, procedures, controls and governance arrangements, implementing changes arising from regulatory developments and organisational risk.
- Oversee centre approval, monitoring and quality assurance activities, ensuring risks are identified, managed, reported and escalated appropriately.
- Build and manage effective relationships with regulators, quality assurance associates, centres and external stakeholders, providing expert guidance on compliance requirements.
- Produce compliance reporting, management information and risk analysis to support decision-making, governance and continuous improvement.

Assessment

- Own and lead the end-to-end assessment lifecycle, ensuring assessment products are developed, quality assured, approved, published and delivered in accordance with regulatory and organisational requirements.
- Lead the commissioning, management and performance oversight of Subject Matter Experts, examiners, moderators, markers and assessment associates.
- Ensure assessment materials and supporting documentation meet requirements for validity, reliability, fairness, accessibility and compliance.
- Manage relationships with Chief Examiners, Chief Assessors and specialist partners to maintain the quality, integrity and ongoing development of assessment products.
- Lead assessment governance processes, including AMEC and Assessment Board meetings, ensuring robust decision-making and effective record keeping.
- Lead awarding and results activities, analysing assessment performance data and trends to identify risks, opportunities and areas for improvement.
- Investigate and resolve assessment-related issues, risks and escalations, implementing corrective and preventive actions as required.
- Drive the continuous improvement of assessment systems, qualifications, digital products, policies and procedures to support organisational objectives.

- Act as ABE's internal subject matter expert for assessment and compliance matters, leading relevant projects and deputising for the Director of Quality, Standards & Operations where required.

Leadership & Management

- Lead, develop and support colleagues, contractors and associates engaged in compliance and assessment delivery.
- Plan and manage resources effectively to ensure business objectives, service levels and regulatory requirements are achieved.
- Foster a culture of quality, accountability, continuous improvement and collaborative working.
- Contribute to organisational planning and decision-making as a member of the management team.
- Lead and support strategic and operational projects as required.

General Responsibilities

- Maintain a current understanding of regulatory, sector and awarding organisation developments.
- Ensure compliance with all organisational policies, procedures and governance requirements.
- Undertake any other duties commensurate with the level and responsibilities of the role

**“WE MAKE
A DIFFERENCE
IN THE
WORLD”**

Statement from staff focus group.

Knowledge, skills and experience

Essential

- Demonstrable experience of managing compliance, quality assurance, assessment or regulatory activities within a regulated environment, with accountability for operational delivery and continuous improvement
- Qualified to UK Qualifications Level 6
- Working knowledge of OFQUAL General Conditions of Recognition.
- Ability to plan, manage and deliver projects within challenging timeframes.
- Ability to conduct internal audits and investigations and to compile reports with recommendations.
- Experience of working effectively in a small team and a small business.
- Ability to work collaboratively.
- A willingness to challenge established thinking and ability to inject new ideas and innovative solutions, and to drive these forwards, whilst balancing regulatory requirements with pragmatic solutions.
- A strong communicator with excellent oral and written English skills.
- A high degree of accuracy and attention to detail.
- Good working knowledge of Microsoft Office, Word and Excel.
- Experience of analysing and presenting complex data.
- Ability to sense emerging issues and create solutions and awareness before escalation.
- A strong team player.
- A self-starter.

Desirable

- Experience of working with anti-plagiarism software, particularly Turnitin.
- 3+ years of experience gained in the education sector (i.e. FE College or university)
- 3+ Experience of working within an awarding organisation.
- Appropriate qualification or accredited training in quality assurance, or management of systems and processes
- Experience of operating across diverse international markets, particularly developing nations.

The job holder is also required to demonstrate appropriate levels of competence and behaviours in line with ABE's organisational values:

- Self-motivated to help ABE evolve, improve and pioneer new ways of serving customers
- Personally committed to continuously improving skills and expertise that will make a difference to the organisation
- Always acts with the customer experience in mind
- Thinks beyond today
- Spends time focused on things that are critical and important
- Can effectively cope with change, risk and uncertainty
- Is engaged, communicative and collaborative
- Is personally driven and fully of energy
- Always acts with integrity

ABE Benefits

- Fully remote working.
- 26 days annual leave (minus 3 days for the Company Christmas Shutdown between Christmas and New Year).
- Pension, 5% employer contribution, minimum 3% employee contribution.
- Additional annual leave for long service (1 day every 5 years).
- Opportunity to work closely with the Managing Director and gain broad exposure across the organisation.
- Varied and impactful role with significant autonomy and responsibility.
- Supportive and collaborative working environment.
- Opportunity to contribute to the continued success of a respected international awarding organisation.
- Access to Employee Assistance Programs, benefits and services.
- Access to e-learning platform.
- Birthday Leave, 1 additional day leave for your birthday.
- Reward Hub, access to discount and savings platform.
- Recruitment bounty for introductions to the business.
- Group Life and Group Income Protection Insurance.

**“I ENJOY
ENGAGING WITH
STUDENTS AND
MY TEAM...
I GENUINELY
LOVE MY WORK!”**

Statement from staff focus group.



Our Vision

We believe in an open, inclusive, global market economy where everyone benefits from responsible globalisation and trade. We believe that this will create a safer and more prosperous future for all.

Our Mission

We aim to build trust, resilience and reassurance in global business interactions leading to greater equity within and between nations. Our mission is to empower people to transform their lives and communities through gaining high-quality business, leadership and entrepreneurial skills.

This job description is not exhaustive, the holder is expected to show a positive behaviour towards any stretch and challenge projects this role may require.

**"THERE IS A
REAL ENERGY
TO THE PLACE
THE PEOPLE CARE
PASSIONATELY
THERE IS PERSONAL
ATTACHMENT."**

Statement from staff focus group.





Est. 1973

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a world of opportunity