

	Job description: Regulatory Compliance and Funding Manager
Reporting to:	Standards and Quality Assurance Manager
Responsible for:	N/A
Team:	Qualification Standards
External contacts:	Ofqual, Qualifications Wales and CCEA Regulation Skills England, formerly IfATE Department for Education Mayoral Combined Authorities Federation of Awarding Bodies Membership Bodies Sector contacts, e.g. employers
Purpose:	To manage CPCAB's regulatory compliance, including monitoring the education and funding landscape to ensure that CPCAB's qualifications remain responsive to national changes and reforms. To run project work arising from regulatory activity to ensure continued compliance. To lead on strategic objectives related to continued growth with regards to funding and regulation.
Responsibilities:	
Regulation	<ul style="list-style-type: none"> • Point of contact for Ofqual, Qualifications Wales, The Council for Curriculum, Examinations and Assessment Regulation (CCEA), Department for Education and Skills England, formerly IfATE. • Manager of the regulatory team; overseeing processes for Awarding Organisation (AO) self-evaluation, and regulatory compliance • Liaising with the governing body to enable completion of annual statements of compliance with regulatory conditions • Responds to consultations and surveys on behalf of CPCAB • Updates regulatory tracking systems, including risk management monitoring • Runs project work arising from regulatory activity to ensure continued compliance and continuous improvement • Monitors regulatory and education policy activity, including liaison with the Federation of Awarding Bodies (FAB) • Project manager for regulatory audits and data collection activity • Provide guidance and support to the Complaints Team and Standards Team when dealing with events which may have an 'Adverse Effect'. • Manage and advise on incidences that may lead to an Event Notification • Supporting HR to map General Conditions of Recognition (GCR) to staff job descriptions • Supporting staff to understand their role in maintaining compliance

	and provide training where required
Funding	<ul style="list-style-type: none"> • Point of contact for Department for Education (DfE). • Makes applications for funding eligibility and approval of CPCAB qualifications • Monitors the funding status of CPCABs qualifications and works to maintain continued funding, including carrying out project work to adapt to changes to funding requirements • Assesses the funding landscape for new funding opportunities • Identifies trends in funding take-up from centres and provides support to customer enquiries
Management and reporting	<ul style="list-style-type: none"> • Weekly attendance at Qualification Standards team meetings • Bi-monthly compliance reporting to Operational Committee (OC) • Bi-monthly written reporting of regulatory and funding operations to the Senior Leadership Team and Governing Body • Quarterly attendance and reporting to Compliance Committee • Chair of the regulation and funding team meetings • Attendance at other committees and meetings as required • Completion of the regulation and funding report for the Qualification Service annual report • Development of policies, processes and continuous improvement activities within the regulation team • Upkeep of the Regulation and Funding Department Work Plan (DWP)
Contingency	Standards and Quality Assurance Manager
To meet the needs of the business this job description may be updated or amended, and the Regulatory d Compliance and Funding Manager will be required to complete all reasonable duties as would be expected with this type of role, as directed by a manager.	

Person Specification

Criteria	Essential	Desirable
Educated to degree level 6 or equivalent	✓	
Experience working in a similar or related role for 2+ years	✓	
Ability to make professional judgements	✓	
Experience working in the counselling and psychotherapy sector		✓
Experience working in the education sector	✓	
Ability to work autonomously	✓	
Self-motivated	✓	
Excellent verbal and written communication skills	✓	
Attention to detail	✓	
Understanding of current education funding landscape and regulatory bodies	✓	
Understanding of current counselling landscape and professional bodies		✓
Collaboration skills and working effectively in a team	✓	
Demonstrate exceptional standards of confidentiality and integrity	✓	
Flexible and approachable	✓	

Your job description has been mapped to the [General Conditions of Recognition](#) of CPCAB's regulators. Your line manager will discuss your responsibilities in relation to this section following your initial training.

A1, A2, A3, A4, A5, A6, A7, A8, B1, B2, B3, B4, B5, B6, B7, B8, C1, C2, C3, D1, D2, D3, D4, D5, D6, D7, D8, E1, E2, E3, E4, E5, E6, E7, E8, E9, E10, F1, F2, F3, G1, G2, G3, G4, G5, G6, G7, G8, G9, H1, H2, H3, H4, H5, H6, I1, I2, I3, I4.