

Assessment Manager Conditions of Employment

The Post

The main role of an Assessment Manager at UKAS is to manage the provision of assessment activities to allocated organisations in a specific technical field. It entails planning, managing and performing assessments against internationally recognised criteria for accreditation, or for Directives and Regulations.

You will be required to both lead assessments using the services of external specialised technical assessors (selected from a database of suitably trained and competent assessors maintained by UKAS), and undertake assessments on your own.

Your practical technical experience, knowledge of specifications, and technical judgement will be called upon extensively in this work.

Excellent inter-personal skills are required as UKAS Assessment Managers are the main point of contact for customers and are extensively involved with staff at all levels during assessments.

General Requirements

It is a condition of employment with UKAS that Assessment Managers are willing and able to travel on company business by the most efficient and appropriate means of transport. It is a condition of employment that you are able to provide and drive your own car which is insured for business travel. Please note that if you become disqualified to drive, UKAS reserves the right to terminate your employment.

Some of our Assessment Manager roles may require you to travel overseas. If you do have a problem travelling by aeroplane then you would need to let us know before you attend an interview.

The work of an Assessment Manager is not a 9 to 5 job and may involve early starts, late finishes and some overnight stays. You may wish to consider the impact this may have on your home and social life before deciding to attend an interview.

Working from Home (for posts that are home-based)

Some UKAS Assessment Manager posts may be home-based. Where this is applicable, the remote worker must live in the UK. (In general for cost effectiveness of travel, remote workers must live in Great Britain although there may be specific instances where this may be extended to cover other parts of the UK.),

As a remote worker you will need to be able to access the UKAS IT systems through either a broadband or dialup connection provided by BT (BT Home/Business Highway or BT ISDN2e). You should note that this is sometimes a problem if you live in a remote part of the UK. You may check the availability of these services in your area via the BT website or by calling BT direct. You should not make any speculative arrangements for such connection in advance of formally being notified by UKAS of acceptance for employment with UKAS and receiving detailed instructions.

You will also need to be able to set up an area in your home that will become an office. This will include standard office furniture and the IT equipment required for

Assessment Manager Conditions of Employment

your role, which will be provided by UKAS. Further information will be provided at interview.

Training

When you join UKAS there will be an initial training period which includes spending some days on a formal training course as well as an induction/familiarisation period in the office.

During this time you will be expected to attend the UKAS offices in Feltham and this will require you staying in a local hotel Monday to Friday for at least the first month or two of your employment, this may be longer.

If you are successful and you are invited to attend an interview we will ask you to complete a pre-employment questionnaire. You may want to consider these questions.

1. Have you worked from home before?
2. Would your current home environment allow you to use a separate room as a permanent home office and free from domestic interruptions?
3. Would you be prepared to allow an additional telephone line to be installed at your home?
4. You would be provided with a laptop computer with standard UKAS software packages already loaded and a printer. After initial familiarisation in the use of these packages do you consider that you would be competent to use a computer at home without further training?
5. Do you have a clean current driving licence?
6. Will you be able to provide your own car which is insured for business purposes.
7. What do you consider to be the advantages to you personally in working from home?
8. What aspects of remote working do you think may present problems to you?
9. How do you think we may help you overcome these problems?
10. For office-based Assessment Managers - would you be prepared to visit UKAS Head Office approximately once a fortnight?

For further information please contact the Human Resources Manager on 020 8917 8463.