

### Job Description

<b>Job Reference:</b>	EWC 7
<b>Job Title:</b>	<b>Registration Officer</b>
<b>Grade:</b>	Executive Officer
<b>Reporting to:</b>	Qualifications and Registration Manager
<b>Responsible for:</b>	Not applicable
<b>Location:</b>	Cardiff
<b>Contract:</b>	Fixed term (12 months), full time (37 hours per week)

#### **Purpose of Post:**

Reporting directly to the Qualifications and Registration Manager, the post-holder will assist in the provision of the EWC's bilingual Qualification and Registration services to education practitioners, trainee practitioners, employers and other in Wales.

#### **Responsibilities:**

The Registration Officer, working as part of a team under the direction of the Qualifications and Registration Manager will:

- Play a key role in delivering the EWC's registration work, including the maintenance of the Register of Education Practitioners, the registration of education practitioners via the collection of annual registration fees as well as the registration of new applicants throughout the year;
- Play a role in determining the suitability of applicants for registration with the EWC annually;
- Gather and incorporate data from practitioners, employers and others in Wales onto the Register of Education Practitioners database on an ongoing basis;
- Assist in administering the award of Qualified Teacher Status to trainee practitioners and others, including the collection of course results from Initial Teacher Training institutions, the issue of certificates and the consideration of applications for Qualified Teacher Status;
- Assist the EWC's work in respect of statutory Induction for newly qualified practitioners in Wales, including the collection of results from Appropriate Bodies and the issue of certificates;
- Provide a professional bilingual enquiry service and help desk facility for practitioners and employers concerning registration and qualifications matters; and act as the main liaison contact with practitioners, employers, training providers and other external organisations in respect of registration and qualification related issues;
- Prepare routine reports and performance statistics for senior management purposes;
- Develop standard and *ad hoc* reporting procedures using available software and prepare automated record checking systems, as necessary;

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- Ensure compliance with relevant legislation including the Welsh language, Equality and Data Protection regulations; and
- Undertake any other duties as directed by the Director of Regulation or the Qualifications and Registration Manager, commensurate with the post and grade.

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**Person Specification**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Education/Qualifications/Knowledge</b>			
1.1 2 A Levels or equivalent qualification and/or relevant work experience	E		Application form
1.2 Strong IT skills with proficiency in MS Office packages and experience of using a range of packages including databases and statistical reporting tools	E		Application form/Interview
<b>Experience</b>			
2.1 Experience of handling varied enquiries		D	Application form/Interview
2.2 Experience of producing standard and ad hoc reports		D	Application form/Interview
<b>Skills</b>			
3.1 Excellent written and oral communication skills	E		Application form/Interview
3.2 Ability to manipulate data using a variety of formulae to produce a range of statistical analysis using excel	E		Application form/Interview
3.3 Excellent time management skills with an ability to produce work in order to meet specific deadlines	E		Application form/Interview
3.4 Fluent Welsh speaker and able to work through the medium of Welsh and English	E		Application form/Interview
<b>Behaviours</b>			
4.1 An eye for detail and accuracy and be highly methodical in approach	E		Application form/Interview
4.2 Ability to work in a team environment and on one's own initiative	E		Application form