

Contract Specification for Development Officers

Development Officers (DOs) are the face of ARC Training Services (ATS) in the field, and when performing the duties of a Development Officer they are representing ARC, and their words and actions must reflect that. All Development Officers will be provided with a Contract for Services as a self-employed contractor.

- Development Officers are required to have:
 - TAQA, QA/IQA (or equivalent)
 - Management Skills
 - The knowledge and competencies to meet the Awarding Organisation's requirements for working with qualifications in Health & Social Care.

It would be advantageous for Development Officers to have experience of working in advocacy and to have a teaching qualification.
- Providing cover within their geographical area, each Development Officer will be allocated a number of organisations to support. The support could comprise of any of the following:
 - Assessment and Internal Quality Audit
 - Training
 - Portfolio building support
 - Quality assurance activities including standardisation
 - Advice and guidance on qualifications, and training
- Work is generally allocated on a half or whole day basis but some work may be done on an hourly rate while home based.
- DOs will be expected to maintain their CPD in relevant areas e.g. Learning & Development, Health & Social Care, and legislation, in order to meet with Awarding Organisation requirements.
- DOs will be required to inform the Qualifications Centre Manager if they are unable to carry out any of the work that has been allocated to them. Officers also need to inform the centre if they will not be available for work for any period longer than a week.
- Each Development Officer could be involved with Awarding Organisation monitoring visits and may be required to represent the ATS on some occasions.
- DOs will be required to deal with organisation queries as well as those from candidates/assessors/IQAs regarding standards, assessment issues and quality assurance queries for the geographic area or the organisations that they are responsible for.
- DOs will be required to attend standardisation meetings and any training sessions that are felt to be required.
- DOs will be required to submit ATS paperwork e.g. IQA reports in a timely fashion.
- DOs may be asked to represent ARC, not just the ATS, at events or meetings.
- DOs will be required to invoice for the work that has been carried out on behalf of ARC on a monthly basis.