



JOB DESCRIPTION

| 1. JOB SPECIFICS | |
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| Job Title: | Curriculum Analyst (FTC) |
| Reports to: | Curriculum Operations Manager |
| Location: | London, Swindon or Home Based |
| Department: | Content & Learning Design |

| 2. ABOUT THE ROLE | |
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| What you'll be doing? | <p>The Curriculum Analyst will use their knowledge of professional training and strong analytical skills to provide insight to support Curriculum Managers and Practice Leads.</p> <p>It involves collecting and delivering regular complete and accurate evaluated data to the team, in order for them to make the sound investment decisions to increase the profitability of the business.</p> |
| Key Responsibilities | <ul style="list-style-type: none"> Analyse and create high quality reports on curriculum areas, combined data analysis and judgement on the coherence of the portfolio Map existing content from across QA to curriculum areas to maximise re-use of existing assets in new developments Create curriculum maps for each areas in collaboration with the Curriculum Managers Acquiring data from various data sources to include, but not exclusive to, revenue, margin and quality Conduct full lifecycle analysis to identify opportunities and make recommendations on retirements and replacements Analysing external data sources and gaining market intelligence Actively contribute ideas to improve business profitability |
| KPIs & SLAs | <p>Extracting regular and timely data and performing quality checks before determining its meaning in order to:</p> <ul style="list-style-type: none"> Analyse data to look assess the impact of investment/changes Provide recommendations on requirements to improve product performance |
| Key Working Relationships | <p>You will regularly engage with Subject matter experts, Practice Leads and Curriculum Managers and number of stakeholders from the wider oneQA team.</p> |

| 3. ABOUT YOU | |
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| Skills & Abilities | <ul style="list-style-type: none"> • The ability to analyse, model and interpret data • A high level of mathematical ability • Very strong Excel skills are essential. Some scripting or SQL skills would be an advantage • The ability to plan work and meet deadlines • Accuracy and attention to detail • Strong written and verbal communication skills |
| QA Competencies | |
| Your Experience | Track-record in: <ul style="list-style-type: none"> • The successful delivery of data in order to make sound investment decisions. • Working in a fast-changing digital environment. |
| Your Knowledge | Good knowledge of at least one of QA's core curriculum areas. Good knowledge of core business systems, Excel and PowerBI |
| Your Qualifications | Relevant professional education or significant industry experience is essential |
| What you'll bring to QA | <ul style="list-style-type: none"> • Naturally detailed individual who understands how data provides the foundations to sound business decisions • Positive and proactive, and committed to delivering high quality work on time. • Sets high personal standards for quality of work • Work collaboratively as part of a team • Able to build rapport remotely and in person |

| 4. ABOUT QA | |
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| About us | <p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential - the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p>Why we do learning</p> <p>For over 30 years, we've worked in technology - where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries - they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> |

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| | <p>People advancing their knowledge in technology - to enrich society - build a new culture - better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion - powering their potential.</p> |
| <p>We promise to be</p> | <p>Bold</p> <ul style="list-style-type: none"> ○ Ambition is great. We set ambitious targets - holding ourselves and others to ever-higher standards. ○ We contribute (insightfully) to the debate inside and outside QA. ○ We move. Quickly. We respond to your needs - fast. <p>Collaborative</p> <ul style="list-style-type: none"> ○ We spend time getting to know you - our learners and our customers - to earn your trust. ○ We connect a solution to your problem - we have tonnes of different services to help you. ○ We're the positive person who actively gets stuck in to solving problems. <p>Progressive</p> <ul style="list-style-type: none"> ○ We embrace change - and support it. ○ We challenge ourselves to use the latest technologies and methods - no matter how out there. ○ We're curious - about what you do, about what the person next to you does, about our customers and our learners. |

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| <p>What's on offer?</p> | <p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 Training Days every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid Charity Days each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years)- with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> ○ Season ticket loan ○ Corporate gym membership ○ Cycle to work scheme |
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