

SUBJECT MATTER EXPERT ROLE PROFILE

Role Purpose

Subject matter experts provide advice and guidance to support our work on a wide range of qualifications and assessments up to level 3. These may include vocational and technical qualifications, apprenticeships, functional skills, and Access to HE.

Subject matter experts are independent contractors who are commissioned to provide subject matter expertise and feedback on our qualification developments upon requirement.

Responsibilities and Accountabilities

As a subject matter expert, you will be required, to provide expert advice and guidance to support the development and review of qualifications and assessments within your subject area. This will include:

- Providing subject matter expertise to support the design, development, and review of new qualifications and assessments.
- Advising Gateway Qualifications on emerging changes within your industry/sector/subject to inform the product roadmap.
- Participating in engagement groups and working groups to support the design, development, and review of new qualifications and assessments.
- Submitting all commissioned work to Gateway Qualifications within the required timescales and in accordance with the brief.
- Attending meetings, as required.

You will need to have:

- Access to a personal computer or laptop.
- A suitable secure internet connection.
- A postal address in the United Kingdom.

Person Specification (Short Listing Criteria)

Subject Matter Expertise

As part of your application, you must be able to provide considerable evidence of your experience of at least one specified subject or occupational area listed below:

- Business
- Digital
- Education and Early Years
- Health and Science

Proven Experience

Gateway Qualifications are looking for subject matter experts from a range of diverse backgrounds. This is to ensure our **qualifications are developed with the knowledge and expertise of academic and occupational professionals**. To become one of our Subject matter experts you may be currently working in the academic sector or within the industry, including:

- Teachers, lecturers, or trainers, within a specified subject.
- Industry, occupational or professional experience, within a specified subject.
- Qualification and assessment design or development experience.

You will be required to demonstrate experience:

- In your industry/sector/subject area and, if applicable, examples of your experience working with specific qualification types and levels.
- Of assessment, teaching, or industry experience
- Skills, achievements, and responsibilities

Qualities and Skills

We are looking for individuals who can demonstrate:

- Creativity
- Attention to detail.
- Accuracy and consistency
- Good organisational skills
- Excellent written and verbal communication skills
- Good team working skills.

General

- You will comply with all the policies and procedures of the organisation.

Our Company Values

We believe in involving our staff in all aspects of the business. We asked them to choose our values and behaviours so that it means something. We expect everyone working with us to demonstrate these in their everyday work when representing Gateway Qualifications.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of:



Partnership

Working together
Supporting teamwork across the organisation
Communicating, listening, supporting, and collaborating



Integrity

Behaving ethically, with openness and honesty
Trusting and respecting each other
Taking ownership of our performance



Originality

Embracing change
Thinking creatively and innovating
Encouraging positive risk taking



Quality

Striving to do things right every time.
Taking pride in what we do
Continuously improving