

CONTEXT for the Role

The SFIA Accredited Skills Assessor is substantially a SFIA Level 4 role. They typically work within an organisation conducting skills and competency assessments of individuals as part of a broader operational people management and development programme using SFIA. They would typically perform this role on a part-time basis where their other roles may well be at levels of responsibility higher than SFIA Level 4.

They conduct assessments as:

- Accredited SFIA Assessments – under the umbrella of an Accredited Skills and Competency Assessment Scheme.
- Non-accredited SFIA Assessments – as part of an organisation’s internal skills and competency development activities

An appreciation of people management within a technical domain is required; SFIA Accredited Assessors may come from either a human resources or technical related background.

PURPOSE of the Role

A SFIA Accredited Skills Assessor conducts assessments of individuals under an organisational scheme. The assessments may be in any of the following:

- Knowledge suitable for operation of a SFIA skill at a particular level
- Performance of a SFIA skill within a controlled environment
- Skill Competency – practice of a SFIA skill, or group of skills within the workplace
- Role Competency – practice of a Role, defined using SFIA, within the workplace
- Behaviours – generic behaviours associated with a Level of Responsibility

Tasks Performed

A SFIA Accredited Skills Assessor performs the following tasks:

- Perform assessments for any of the purposes above
This may be to support recruitment, resourcing, resource planning and deployment, career aspiration, professional development or organisational capability development etc.
- Perform assessment activities in accordance with an organisational scheme
This would typically involve complying with scheme definitions for: assessment planning, assessment preparation, assessment conduct, assessment decisioning, assessment reporting and professional development support
- Reporting appropriate information to the SFIA Foundation
*This is to ensure that SFIA Accredited Skills Assessors maintain current experience and to monitor the types of assessment performed – such reporting may be provided by the organisational scheme. **No personal data is to be provided.***
- Determine development needs and opportunities
This may involve identifying development needs such as learning solutions, personal and professional development activities, or stretch tasks etc.

Note: While for the Assessor role it is only necessary to perform assessments, it is normal to expect an assessment to identify development needs or opportunities for the individual.

SFIA Accredited Skills Assessor – Generic Attribute and Skill Requirements

The minimum SFIA Level of Responsibility, including the Generic Attributes, along with the SFIA Professional Skills for a SFIA Accredited Skills Assessor are presented below.

It is quite likely that a SFIA Accredited Skills Assessor has skills higher than SFIA Level 4 or may be acting at a level of responsibility above Level 4. However, to be accredited, they must perform Competency Assessment operationally at SFIA Level 4 – defining or managing an assessment scheme is NOT sufficient unless, additionally, they actually perform assessments under the scheme.

SFIA Level of Responsibility – Generic Attributes

SFIA Accredited Skills Assessors operate at SFIA Level 4 and are expected to exhibit the Generic Attributes of a SFIA Level 4 role.

<p>Core: Autonomy – Level 4</p> <ul style="list-style-type: none"> ▪ Works under general direction within a clear framework of accountability. ▪ Exercises substantial personal responsibility and autonomy. ▪ Uses substantial discretion in identifying and responding to complex issues and assignments as they relate to the deliverable/scope of work. ▪ Escalates when issues fall outside their framework of accountability. ▪ Plans, schedules and monitors work to meet given objectives and processes to time and quality targets.
<p>Core: Influence – Level 4</p> <ul style="list-style-type: none"> ▪ Influences customers, suppliers and partners at account level. ▪ Makes decisions which influence the success of projects and team objectives. ▪ May have some responsibility for the work of others and for the allocation of resources. ▪ Engages with and contributes to the work of cross-functional teams to ensure that customers and user needs are being met throughout the deliverable/scope of work. ▪ Facilitates collaboration between stakeholders who share common objectives. ▪ Participates in external activities related to own specialism.
<p>Core: Complexity – Level 4</p> <ul style="list-style-type: none"> ▪ Work includes a broad range of complex technical or professional activities, in a variety of contexts. ▪ Investigates, defines and resolves complex issues. ▪ Applies, facilitates and develops creative thinking concepts or finds innovative ways to approach a deliverable.
<p>Core: Business Skills – Level 4</p> <ul style="list-style-type: none"> ▪ Communicates fluently, orally and in writing, and can present complex information to both technical and non-technical audiences when engaging with colleagues, users/customers, suppliers and partners. ▪ Selects appropriately from, and assesses the impact of change to applicable standards, methods, tools, applications and processes relevant to own specialism. ▪ Demonstrates an awareness of risk and takes an analytical approach to work. ▪ Maximises the capabilities of applications for their role and evaluates and supports the use of new technologies and digital tools.

<ul style="list-style-type: none"> ▪ Contributes specialist expertise to requirements definition in support of proposals. ▪ Shares knowledge and experience in own specialism to help others. ▪ Learning and professional development – maintains an awareness of developing practices and their application and takes responsibility for driving own development. Takes the initiative in identifying and negotiating their own and supporting team members' appropriate development opportunities. Contributes to the development of others. ▪ Security, privacy and ethics – fully understands the importance and application to own work and the operation of the organisation. Engages or works with specialists as necessary.
<p>Core: Knowledge – Level 4</p>
<ul style="list-style-type: none"> ▪ Has a thorough understanding of recognised generic industry bodies of knowledge and specialist bodies of knowledge as necessary. ▪ Has gained a thorough knowledge of the domain of the organisation. ▪ Is able to apply the knowledge effectively in unfamiliar situations and actively maintains own knowledge and shares with others. ▪ Rapidly absorbs and critically assesses new information and applies it effectively.

SFIA Professional Skills

While the role is focussed on competency assessment, it is a requirement that any SFIA Accredited Skills Assessor can demonstrate a **minimum of 3 (three)** SFIA Professional Skills at SFIA Level 4 as below:

- Competency Assessment, Level 4 – Mandatory
- Professional Development, Level 4 – Desirable
- Any SFIA Professional Skills, Level 4 – A total of 3, as a minimum, is required
The specific skills selected is an optional choice

<p>Core: Competency Assessment – Level 4</p>
<ul style="list-style-type: none"> ▪ Performs routine and non-routine assessments of knowledge, skill, competency or behaviour using specified methods. ▪ Provides advice and guidance to support the adoption of assessment methods and tools. ▪ Moderates assessments conducted by other assessors. ▪ Reviews and improves usage and application of assessment methods and tools.
<p>Desirable: Professional Development – Level 4</p>
<ul style="list-style-type: none"> ▪ Assists practitioners with creating personal development plans. ▪ Advises on suitable development activities such as specific learning or experience to be gained. ▪ Monitors practitioners' continuing professional development records. ▪ Ensures achievements and enhanced capabilities are recorded and referenced to personal and organisational objectives.
<p>Optional: any other SFIA Professional Skills – Level 4</p>
<ul style="list-style-type: none"> ▪ As defined in the chosen SFIA skills

Note: Providing only the minimum in an application is a foolish strategy as it leaves no room for discretion. Your own application should be a model application, one you would hope to receive from an applicant serious about their own skills.