



## Job Description: Quality Officer

Permanent

Full Time

Location: Irlam

Reports to: Quality Manager

Salary: 15k

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### Overview

Individuals in this role perform a vital function in ensuring every award made by TQUK is valid and reliable.

On a daily basis our Quality Officers will make judgements regarding the suitability and compliance of actions taken by our centres **and** TQUK staff. They will provide advice and support to our centres about the processes and requirements for becoming, and staying, approved.

It is essential that our Quality Officers are confident handling a large case load with a keen eye for detail and ability to fairly and consistently apply rules.



- Be comfortable working to set standard operating procedures

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## Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a “can do, will do” attitude
- Be well motivated, enthusiastic and able to work on your own initiative
- Be able to have fun!
- Work well with others
- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business