



Job Description: Qualification Quality Officer

Permanent

Full Time

Location: Cadishead

Reports to: Quality Manager

Salary: 15k

Overview

Qualifications are our products. They make us what we are: an awarding organisation. It is essential that we are constantly striving for improvement where the design, development and delivery of our qualifications are concerned, and that we constantly review our approaches to these processes so that we are producing the very best and most relevant qualifications to our learners and others who rely on them.

The main purpose of this role is to maintain the quality of our qualifications and record the process and outcomes of our review process which works on an annual cycle. In addition to this the Qualification Quality Officer will need to be an 'expert' on our qualification offer and support the rest of the team with advice and guidance.

This role is perfect for someone who enjoys getting their teeth into a project and really taking ownership of their work. It requires a huge amount of attention to detail and commitment to accuracy.

Key responsibilities

- Conduct qualification validity reviews in line with an established process
- Maintain accurate and complete records using in-house, custom software
- Produce specifications and other documents associated with our qualifications accurately and in line with regulatory requirements
- Support managers with maintenance and development of question banks for externally set and marked exams
- Maintain our database of qualifications to ensure all entries are up to date and accurate
- Liaise with other departments to ensure all available evidence is fed into the review strategy

Other responsibilities

- Develop and maintain an understanding of TQUK internal processes and of the wider educational landscape
- Maintain in depth knowledge of TQUK products and services
- Efficiently and accurately use the diary programme and office software
- Manage data: inputting, filing, and monitoring
- Work to improve and streamline processes and integrate the outcomes of your own work
- Provide regular reports to Senior Managers

Key requirements

- Have excellent verbal and written communication skills
- Be highly organised and efficient: someone who completes tasks that they start
- Be confident owning a process and managing own time to meet deadlines
- Be prepared to work in a regulated environment with constant regard to requirements placed upon us by external regulators and our own processes and 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