



Job Description: Quality Officer

Permanent

Full Time

Location: Irlam

Reports to: Quality Manager

Salary: 15k

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

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