**Person Specification**

**Job Title: Quality Assurance Officer**

**Service: Children’s Services**

**Role Profile reference:**

**Essential Requirements**

|  |  |
| --- | --- |
| **Communicating (verbal)** - Able to share information, obtain information and have dialogue with others either in person or over the telephone. | **Interview** |
| **Communicating (written)** - Able to share information and obtain information from others through written communication. | **Application form** |
| Knowledge and Experience   * Knowledge and experience of implementing quality assurance processes * Experience of monitoring compliance (e.g. with standards, procedures or regulations etc.) * Experience of working with management to implement improvement or corrective actions * Knowledge of inspections frameworks for Children’s Services * Experience of collecting, analysing and summarising data * Experience of delivering training | **Application form /Interview** |
| Skills   * Data analysis * Spreadsheet skills * Communication * Report writing | **Application form/ Interview/Test** |
| Ability to meet the travel requirements of the post | **Interview** |
| The ability to work outside of normal working hours to meet the needs of the service. | **Application form/Interview** |
| PC Skills - Able to effectively use a PC to prepare documents, record information and to input and analyse data. | **Application form/Interview** |
| Decision making – A willingness to take action and to make decisions in line with support plans, policies and procedures. | **Application form/Interview** |
| Commitment to Equal opportunities | **Interview** |

**Extra Essential Requirements**

|  |  |
| --- | --- |
| **Evaluative –** an ability to critically evaluate information looking for flaws and limitations | **Application form /Interview** |
| **Conscientious –** an ability to see tasks through and complete them within set guidelines | **Application form/Interview** |
| **Vigour** – Works at a fast pace, copes well with higher levels of workload. | **Application form /Interview** |
| **Listening** - Listens to others to assess requirements in order to respond appropriately and efficiently. | **Application form /Interview** |
| **Innovation -** The ability to generate creative solutions and develop ideas | **Application form /Interview** |