

Quality Assurance Lead

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of working within a statutory framework
- Excellent knowledge of the SEND code of practice
- Experience of effective management of a team of staff, including management of absence, performance and conduct
- Collaborative approach to work
- Good planning, organisational and analytical skills, managing time and prioritising work in an effective and productive way.
- Demonstrable experience of identifying areas for improvement, and working with stakeholders to develop, consult on and implement changes to policy, service delivery etc to achieve the best outcomes for service users and their families
- Experience of project management and the ability to delivery on multiple, high profile projects simultaneously
- Excellent communication skills, across sectors and levels within an organisation, via a number of mediums
- Experience of dealing with very challenging situations in an appropriate and professional manner
- Ability to establish and maintain effective professional relationships with stakeholders
- Extensive experience dealing with safeguarding issues appropriately and in a timely manner
- Experience and knowledge of effective budget management and financial decision making, supported by appropriate rationale
- Ability to recognise good practice and improvements that could be made and be able to communicate these to agencies that may not recognise these themselves
- Self starter with willingness and commitment to professional development of themselves and the service
- Commitment to equality and diversity in the workplace

Desirable

- Project Management Qualification
- Experience of providing support to vulnerable children and young people
- Experience of delivery single and multi agency training
- Experience of undertaking single and multi agency audits

Part B

The following criteria will be further explored at the interview stage:

- Excellent communication skills
- Ability to deal with challenging situations
- Flexible approach to work
- Ability to forge positive relationships

Additional Requirements

DBS clearance

Person Specification

Guidance Notes

- Part A of the person specification should list the essential criteria, and any desirable criteria if appropriate, which are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed, (desirable criteria can usually be acquired once the person has commenced work with us).
- Part A of the person specification should focus on criteria which will be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed within the interview stage.
- Part B of the person specification should focus on those criteria which will be **further assessed at the interview stage**.
- Criteria should be described in terms of what you want the person to demonstrate and how this may be evidenced. This ensures we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges, who may not have come from a traditional public sector background.
- Criteria must not be discriminatory and managers need to be careful not to put too much emphasis on formal qualifications or lengths of experience which they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criteria don't use it as a selection criteria.
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements which could exclude people with a disability.
- If there are any additional work related criteria related to the job these should also be included at Part B Additional Requirements, for example, able to work weekends or evenings etc.