

Part A

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

Essential

- Excellent Organisational Skills
- Excellent ICT skills using a wide range of software packages including Microsoft Office (e.g. Word, Excel, PowerPoint), project management and Visio
- Knowledge or understanding of Adult Social Care inspection regimes
- Knowledge or understanding of quality assurance processes
- Experience of communicating effectively with a range of audiences
- Effective use of business and project management systems and processes
- Ability to gather information and present it in a clear, effective and useful format
- Commitment to equality and diversity

Part B

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

- Understanding of quality assurance processes
- Collaborative approach to work
- Commitment to service improvement and development with a focus on outcomes for Adults