**Person Specification**

**Job title: Quality Monitoring Officer**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

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| **Essential Criteria** | | **Method of Assessment** |
| **Qualifications /**  **Professional Registration/**  **Membership** | 1. Appropriate Quality Assurance qualification or significant experience in carrying out QA activities. | Application Form/Certificates |
| 1. Level 2 in English and maths or equivalent or willing to work towards | Application Form/Certificates |
|  | 1. Level 2 in Information, Advice and Guidance or willing to work towards | Application Form/Certificates |
| **Experience** | 1. In depth experience of carrying out quality assurance checks including observations of teaching, learning and assessment, audits, learner interviews and paperwork checks across education and skills programmes. | Application Form/Interview |
| 1. Experience of report writing including drafting action plans and following these up. | Application Form/Interview |
| 1. Experience of managing multiple tasks and contract outputs simultaneously. | Application Form/Interview |
| 1. Experience and knowledge of Adult Apprenticeship Standards funded via levy and non-levy. | Application Form/Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | 1. Knowledge of government funding methodologies. | Application Form/Interview |
| 1. Knowledge and experience of Adult Apprenticeship contracts including the funding process, QA processes and following up any concerns with apprentices, employers, and assessors. | Application Form/Interview |
| 1. Strong written communication skills with the ability to produce clear accurate reports, statistics, marketing information and action plans. | Application Form/Interview |
| 1. Able to work effectively within a busy team, or independently. | Application Form/Interview |
|  | 1. Ability to communicate effectively with a wide range of stakeholders with excellent presentation / verbal communications skills. | Application Form/Interview |
|  | 1. In depth knowledge of processes for quality assurance and performance measurement | Application Form/Interview |
| **Work Related Circumstances/**  **Values of the Council** | Commitment to Equal Opportunities | Application Form/Interview |
| Compliance with health and safety rules, regulations, and legislation | Application Form/Interview |
| Ability to meet the travel requirements of the role | Application Form/Interview |
|  | The post holder will need to be fully vaccinated against COVID-19 (unless medically exempt). | Application Form/Interview |