Job Title	Quality, Risk, Compliance and Assurance (QRCA) Coordinator
Job Evaluation Date	

Validation and Authorisation		
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Date	Version	By	Summary of Changes
01.05.2025	1.0	LH	New post – previous QHSSE Coordinator role amended to be more specific to directorate needs.

Job Title: **QRCA Coordinator** **Purpose:** To coordinate the QRCA team to ensure timely recording and reporting of all relevant data and to ensure any resultant actions and recommendations are closed within agreed timescales. To provide accurate, comprehensive, and timely administrative support to the QRCA team.	NEXUS

Remuneration: APT&C Band 3

1. Principal areas of responsibility

1.1 Provide support to the QRCA team in organising, attending and minuting meetings, coordinating and managing diaries, preparing agenda and papers and undertaking general administration duties.

1.2 Arrange any QRCA events and coordinate on items such as team away days, QRCA briefing sessions for Nexus employees with the relevant QRCA function as required.

1.3 Manage any relevant QRCA email in the QHSSE inbox and work with the relevant managers and business partners to address and respond to any information requests as appropriate. Examples include regulatory support requests, QRCA advice and support.

1.4 Day to day support for the Integrated Management system to approve and release documents for each function.

1.5 Day to day management and reporting of the Internal Audit tracker. Follow up with the QRCA and Nexus personnel to ensure any actions, audit or assurance reports and management responses are received and logged within procedural timescales.

1.6 Day to day management and reporting of the Risk tracker. Follow up with the QRCA and Nexus personnel to ensure any actions or risk reports and management responses are received and logged within procedural timescales.

1.7 Coordinate with the relevant QRCA function to ensure any outstanding recommendations or actions are closed within timescales or timescales extended with mitigations.

1.8 Support the QRCA team in the production, administration, maintenance and where necessary, dissemination of QRCA documentation such as notices, briefs, alerts and circulars. Lead on or support QRCA continuous improvement projects.

1.9 Raise any faults as advised by the QRCA team in Nexus systems or with Nexus personnel to ensure timely resolution.

1.10 Production of periodic, and ad hoc, QRCA reports for review at all levels within the organisation, and for external stakeholders as necessary.

1.11 Liaise with the Corporate Planning Team and Insights Analysts in the preparation of periodic and ad hoc QRCA KPI and analysis reports and dashboards as requested.

1.12 Manage and monitor any procurement, invoicing, and printing on behalf of the QRCA team.

1.13 Other duties as directed by line manager.

2. Dimensions

2.1 Communications

2.1.1 Report directly to the Head of Quality, Risk, Compliance and Assurance

2.1.2 Good verbal and written communication skills, particularly in respect of producing accurate, timely reports and influencing others at all levels within Nexus to ensure completion of actions and delivery of relevant requirements associated with Quality, Risk, Compliance and Assurance

2.2 Decision Making and Problem Solving

2.2.1 A high degree of analytical capability, to turn data into information supporting management decisions.

2.3 Initiative and Independence

2.3.1 This post requires a high degree of initiative or independence as they are required to coordinate multiple systems and functions internal and external to QRCA

2.4 Resources

2.4.1 This post has no budgetary responsibility.

2.5 People

2.5.1 This post does not manage or supervise any other posts.

2.6 Health and Safety

2.6.1 The post holder is responsible for their own health and safety and that of others, consistent with legal requirements.

2.6.2 The post holder must comply with company health and safety standards and policies, and data protection arrangements.

3. Statutory Duties

3.1 Compliance with health and safety standards and policies, data protection, and security confidentiality requirements.

	Name	Signed	Date
Line Manager			
Job Holder			