Job Title:	**QRCA Coordinator**
Purpose:	To coordinate the QRCA team to ensure timely recording and reporting of incidents and requests 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.

Person Specification

Date: May 2025

EDUCATION	Essential (E) or Desirable (D)
NVQ Level 3 in a relevant subject, Quality, Risk, Compliance or Assurance related subjects or equivalent.	E
Recognised statistical qualification.	D
Entry qualification in one or more QHSSE subject	D
SPECIFIC KNOWLEDGE	
Very good working knowledge of Microsoft Office software.	E
Good working knowledge of all aspects of the Nexus business and organisational structure.	D
EXPERIENCE, SKILLS & COMPETENCIES	
Ability to prioritise and meet deadlines.	E
Good analytical skills, with the ability to present data attractively and comprehensibly.	E
Good written (including digital) and verbal communication.	E
Versatility and flexibility.	E
Personal integrity and discretion.	E

EXPERIENCE

Experience of managing complex data and production of accurate, timely reports.	E
Experience of working to deadlines.	E
Demonstrable planning and organisation skills.	E