

Person specification for the role of Quality Assurer (Land)

Essential	Desirable
Occupationally competent and current in the portfolio area quality assuring, in line with qualification / assessment requirements	Assessor and Internal Quality Assurance qualifications (D units, A&V, or TAQA)
Experience in training and development	
Experience of working in line with quality assurance and regulatory requirements.	
Knowledge of regulated arrangements for City & Guilds qualifications.	
Meet required deadlines for submission of documents and reports and responding to information requests verbally and in writing.	
Experience of producing accurate, concise, clearly written documents / reports.	
Meet required deadlines for submission of documents and reports and responding to information requests verbally and in writing.	
Excellent communication skills with the ability to communicate with a wide range of stakeholders, both verbally and in writing.	
Experience of using various meeting platforms, Microsoft Teams and Zoom.	

Availability to attend and manage key activities throughout the year (remotely and face-to-face).	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	
Access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account	