



## Quality Assurance & Question Bank Manager

### Personal Specification

#### Knowledge, Experience and Skill Set Required

The post holder will require the following:

- ✚ Qualified to degree level or equivalent
- ✚ Substantial experience of at least three years' duration of quality assurance issues in an educational setting
- ✚ Ability to assimilate relevant guidance and information and make evidence-based recommendations
- ✚ Excellent communication and influencing skills
- ✚ Thorough knowledge of IT systems and database management
- ✚ Knowledge and experience of relevant legislation (e.g. GDPR, Equality Act)
- ✚ Strong planning ability: experience of handling multiple projects simultaneously, working to deadlines while delivering high quality output
- ✚ Significant attention to detail

The following are desirable:

- ✚ Line management experience
- ✚ Experience of proof reading
- ✚ Experience of examination activities including involvement in quality assurance of qualifications and examinations would be an advantage

#### Job Context and Special Features

- ✚ The College supports hybrid working practices including working from home, however regular attendance at meetings in Glasgow city centre would also be a requirement of the role.
- ✚ Additional hours need to be worked in accordance with the demands of the Unit's business activities, including meetings and examinations
- ✚ The post holder will be required to attend meetings which may be held remotely or face-to-face. Venues for external face-to-face meetings vary throughout the UK and may involve travel and overnight stays. Meetings may require attendance in the evenings
- ✚ Examination activities may involve travel to international examination centres for up to 10 days at a time. Awareness of and sensitivity to local political and cultural issues in international locations are required