



## Quality Officer

### Personal Specification

#### Knowledge, Experience and Skills Set Required:

The post-holder will require the following:

- ✚ Qualified to degree level or equivalent
- ✚ Relevant administrative experience of at least three years' duration
- ✚ Ability to assimilate relevant guidance and information and make evidence-based recommendations
- ✚ Excellent communication skills with a clear grasp of appropriate spelling and grammar
- ✚ Excellent proof-reading skills
- ✚ Thorough knowledge of IT systems, particularly Excel, 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:

- ✚ Experience of proof reading
- ✚ Experience of examination activities including involvement in development and delivery of examination papers would be an advantage