

PERSON SPECIFICATION
Senior Quality Officer

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Educated to degree level or with equivalent relevant experience.	Essential	Application Form
2. Experience of working in UK HE quality assurance and enhancement role.	Essential	Application Form / Supporting Statement / Interview
3. Successful experience of leading and managing development projects.	Essential	Supporting Statement / Interview
4. Evidence of excellent organisational skills, demonstrating an ability to pay attention to detail, and maintain accurate records.	Essential	Supporting Statement / Interview
5. Evidence of excellent interpersonal skills with an ability to relate to all contacts with tact and diplomacy and to facilitate progress in a professional manner.	Essential	Supporting Statement / Interview
6. Proven capacity to work effectively on own initiative, and prioritise and manage own workload, working to deadlines and keeping calm under pressure.	Essential	Supporting Statement / Interview
7. Confidence in use of IT for a range of purposes, including for maintaining records and for communications and willingness to learn new applications and systems.	Essential	Supporting Statement / Interview
8. Experience in organising successful meetings, being proactive with arrangements and timely distribution of related information and documentation, follow up reporting, evaluation and dealing with any necessary actions.	Essential	Supporting Statement / Interview
9. Excellent communication skills, both oral and written, including the ability to produce accurate and succinct minutes and reports to professional standards.	Essential	Supporting Statement / Interview
10. Willingness to assist colleagues when required and be flexible to undertake other duties as appropriate.	Essential	Supporting Statement / Interview
11. Knowledge and awareness of data protection and information security and handling.	Desirable	Supporting Statement / Interview
12. Willingness and ability to travel independently to other institutions as required, and / or participate in online events with other HE institutions or external professional organisations.	Desirable	Supporting Statement / Interview

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.