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| **Role Purpose:**  The role holder is responsible for supporting the development and the ongoing management of quality assurance across the organisation in order to deliver the SRA's overall strategic objectives. |
| **Outcomes:**   * Manage the effective delivery of Quality Assurance in a changing regulatory environment. * Providing assurance to the SMT that the SRA’s QA is being managed effectively and to highlight any concerns for action. * Production of QA reports for both internal and external publication including stakeholders and the SRA Annual Report. * To provide meaningful analysis and interpretation of QA for management, including the strategic implications and knock on effect of any trends on future plans. * Provide coaching sessions on a one to one or small group basis to Managers in the use and interpretation of QA performance reports. * Provide effective leadership and engagement - seen as a role model. Influencing the operational direction * Decision making - appropriate judgements based on sound evidence and analysis * Influencing change, continuous improvement and innovation - identifying creative solutions and helping others through change in a positive and constructive way, * Recruiting, retaining and developing talent - effective performance management and high quality coaching and support. * Demonstrating personal accountability - taking proactive responsibility, professional, high integrity, expertise and results driven. * Effective collaboration and teamwork - involving and engaging with others to achieve SRA objectives * Using interpersonal styles to create effective sustainable relationships * Demonstrating appropriate levels of care for people (e.g. through recognition, concern, respect, fairness and openness). |
| **Knowledge, Skills & Experience:**  **Essential**   * Experience of effective operational management of a small team. * Experience of quality assurance best practice and methodologies. * Experience & knowledge of audit processes. * Proven people management skills. * Demonstrates energy, commitment, resilience and reliability under pressure. * Strong influencing and communication skills and track record of forging strong working relationships with stakeholders. * A confirmed track record of successfully setting and achieving targets. * Able to prepare clear and concise documents and present arguments verbally in a persuasive manner; tailored appropriately for the audience. * Understanding of the principle of equality and diversity, and their application in public policy * Educated to Degree level standard, or equivalent.   **Desirable**   * Excellent IT skills including Microsoft applications. * Experience of working in complex regulatory / legislative settings. |