|  |
| --- |
| **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.
 |