

ROLE PROFILE –Authorisation Officer Level 3

Authorisation

Career Framework: Matrix / Balancing
Level 3 (lower)

Role Purpose:

You will be responsible for making timely decisions on a full range of applications, including those that are deemed to be high risk and complex. You will be expected to support and coach colleagues to enable service levels to be met. You will also have responsibility for sharing experience, knowledge and expertise and will be required to support key projects and policy developments.

Outcomes:

Decision making

- Takes ownership and makes complex technical decisions on applications ensuring active use and referral to the Handbook and other regulatory materials.

Engagement

- Develops presentation materials for stakeholder engagement.
- Works with Team Leader and the team to ensure that volumes and quality of decisions meet KPI's and quality assurance standards.
- Pro-actively works with colleagues in other functions, to contribute to cross-functional project work delivering outputs on time and to specified quality standards.

Coaching

- Delivers technical advice and support to colleagues and other internal stakeholders through coaching and other methods. Including the interpretation/production and maintenance of technical material.
- Contributes to the design and delivery of training to meet business needs whilst minimising operational impact.

Continuous improvement

- Takes responsibility for the continuous improvement of quality standards, on an individual and team basis, including business and information system processes.
- Identifies and actions recommendations for improvements to ways of working, in order to enhance the effectiveness and efficiency of Authorisation to deliver value for money services.
- Analyses and interprets data, identifying trends and informs Risk Centre as appropriate.
- Maintains online information and makes recommendations for amendments to applications and online communication materials.

Knowledge, Skills & Experience:

Essential:

- Effective report writing and decision making.
- Experience of influencing and constructively challenging internal and external stakeholders.
- Experience of coaching/mentoring colleagues.
- Experience to review/analyse/present complex information to a variety of audiences using appropriate methods of communication.
- Experience of working in an environment where priorities may change, championing a positive attitude and taking responsibility for implementation and continuous improvement.
- Willingness to learn and develop, taking on new responsibilities and adopting a flexible, pragmatic approach to work.
- Experience of working autonomously and under direction, collaborating as part of a functional and/or cross functional team.
- IT literate – comfortable using/interrogating on line systems to input, extract and analyse data.
- Experience/understanding of delivering operational results which support strategic and operational objectives of the organisation.

This role profile is aligned to the internal SRA career framework.

The career framework profile outlines the generic requirements which are common to all roles within this strand/level. The role profile outlines supplementary role specific requirements.

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- Track record of delivering results by owning work and projects, ensuring successful/measurable outcomes.

Desirable:

- Experience of designing learning solutions which incorporate the latest industry standards.
- Experience of working in a regulatory environment.
- Experience of managing a small to medium sized team.