

**PERSON SPECIFICATION FOR THE ROLE OF EXAM AUDITOR**

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| **Essential qualifications and experience** |
| Experience of working in a regulated environment, in line with quality assurance requirements (eg possibly in education, but not exclusively)Proven experience of writing clear, accurate and concise reports and action plansDriving licence |
| **Essential knowledge and skills** |
| Knowledge of regulatory requirements for City & Guilds qualificationsKnowledge of, and familiarity with, JCQ Instructions for Conducting Examinations, Functional Skills Instructions for Conducting Examinations Accurate, concise report writing skillsProficient IT skills, willing to undertake City & Guilds online training, and access online Centre Activity Report and submit fees and expenses onlineAnalytical and critical thinking skillsExcellent communication skills, both written and verbalOrganisational skills and the ability to prioritise effectivelyAbility to work independently Presents self with integrity and professionalism on behalf of City & Guilds |
| **Availability** |
| Flexibility to travel across regions Flexibility to undertake centre visits at short noticeAbility to commit to a minimum of 30 days per year, as required by Quality Delivery, particularly at peak months March to July  |
| **Desirable** |
| Experience of carrying out audits, or monitoring activities, in own field  |