

**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 plans  Driving licence |
| **Essential knowledge and skills** |
| Knowledge of regulatory requirements for City & Guilds qualifications  Knowledge of, and familiarity with, JCQ Instructions for Conducting Examinations, Functional Skills Instructions for Conducting Examinations  Accurate, concise report writing skills  Proficient IT skills, willing to undertake City & Guilds online training, and access online Centre Activity Report and submit fees and expenses online  Analytical and critical thinking skills  Excellent communication skills, both written and verbal  Organisational skills and the ability to prioritise effectively  Ability 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 notice  Ability 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 |