Person specification for the role of Qualification Quality Assurer (QQA)

Essential	Desirable
Industry specific qualifications to level 3 or equivalent	Experience teaching, assessing or marking a similar type of qualification
Teaching experience with a track record of success	EQA/IQA/Assessor D, A/V or TAQA units
Up to date, occupational industry experience	
Proficient IT skills with experience of using key businesssoftware e.g. Outlook, Word and Excel	
Excellent communication skills with ability to communicate with a wide variety of stakeholders bothverbally and in writing	
Experience of producing published reports and training /guidance material	
Able to meet tight deadlines for reporting and responding to queries	
Availability to attend or manage key activities throughoutthe year – especially January – May, October - December	