

Person specification for the role of External Quality Assurer (EQA)

Essential	Desirable
D32, 33 and 34 and V1 or TAQA Assessor and Internal Quality Assurer Qualifications	Driving license
D35 or V2 or TAQA External Quality Assurer qualification, or prepared to work towards this (except where this qualification is not a requirement, such as for Functional Skills or Creative)	
Occupationally competent and current in the portfolio areas externally quality assured, in line with qualification/ assessment requirements	
Experience of working in a regulated environment, in line with quality assurance requirements	
Experience in training and development	
Proven experience of writing clear, accurate and concise reports and action plans	
Knowledge of regulatory arrangements for City & Guilds qualifications	
Knowledge of Ofqual requirements	
Accurate, concise report writing skills	

Proficient IT skills including the use of Zoom, Whatsapp and Go To meetings/ webinars	
Analytical, critical, thinking skills	
Excellent communication skills, both written and verbal	
Organisational skills and the ability to prioritise effectively	
Ability to work independently and as part of a team	
Experience of preparing for and presenting to a target audience	
Flexibility to travel across the country when requested	
Ability to commit to a minimum of 30 days per year, depending on the portfolio area	