

Person specification for the role of Lead Exam Auditor

Essential	Desirable
Experience of working in line with quality assurance and regulatory requirements	Experience of delivering standardisation activities
Extensive training and development experience	Driving license
Experience of supporting and monitoring a remote team	Experience of completing performance reviews
Substantial experience of preparing for and presenting to a target audience	
Proven experience of writing clear, concise and engaging guidance documents/updates	
Accurate, concise report writing skills	
Proficient IT skills	
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	
Flexibility to travel to accompany Exam Auditors on exam audit visits	
Ability to commit to 30 days in order to meet agreed KPIs	