

Person specification for the role of Principal Verifier

Essential	Desirable
Occupationally competent in the industry.	Experience of developing and delivering online training and events
Industry specific qualifications, as outlined in qualification handbooks.	
Experience of working in line with quality assurance and regulatory requirements.	
Meet required deadlines for submission of documents and reports and responding to information requests verbally and in writing.	
Experience of developing and delivering standardisation / standard setting events.	
Experience of monitoring and supporting a remote team.	
Experience of performance managing a team, within a regulatory environment.	
Excellent, concise, report writing skills.	
Experience of producing accurate, concise, clearly written documents / reports.	
Excellent communication skills with the ability to communicate with a wide range of stakeholders, both verbally and in writing.	

Associate Management FY25

Experience of using various meeting platforms, Microsoft Teams, and Zoom.	
Availability to attend and manage key activities throughout the year (remotely and face-to-face).	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	
Access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account	