

Person specification for the role of TAQA Internal Quality Assurer

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.	
Occupationally competent and current, 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 documentation	
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 20 days per year, depending on the portfolio area	