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**QUALITY ASSURANCE Co-ordinator**

We are currently seeking to recruit an enthusiastic individual to join OCN NI as a Quality Assurance Co-ordinator. Reporting to the Head of Compliance & Audit, the successful candidate will work as part of our busy Compliance and Audit Team and will collaborate with various departments within the organisation. In the Quality Assurance Coordinator role, you will be responsible for planning and developing quality assurance processes to ensure compliant delivery of OCN NI qualifications. This includes managing external quality assurance tasks and designing and delivering training events.

Joining OCN NI as a Quality Assurance Co-ordinator offers a unique opportunity to make a tangible impact in the field of education and accreditation. In this role, you will have the chance to work closely with a passionate team dedicated to maintaining the highest standards of quality and integrity. You will also have access to professional development opportunities to further enhance your skills and expertise in quality assurance. If you are a proactive individual with a strong commitment to quality and continuous improvement, we invite you to apply for this exciting position and be part of our mission to empower learners and OCN NI Centres.

**Major Responsibilities**

* Produce and implement processes in accordance with Compliance and Audit Team Operational Plan and OCN NI Strategic Plan for the development of quality assurance and compliance against regulatory conditions.
* Plan and develop quality assurance processes to ensure compliant delivery of OCN NI qualifications.
* Ensure efficient delivery of external quality assurance activities including recruitment, training, and performance management of the team.
* Design and deliver training sessions which promote and establish effective quality assurance processes within Centres and across the external quality assurance team.
* Co-ordinate and facilitate standardisation and awarding meetings.
* Develop, maintain, and manage relationships with internal teams and the external quality assurance team to ensure successful delivery of quality assurance models.
* Develop, manage, support and advise external subject experts to ensure that successful quality assurance models are in place.
* Ensure compliance with all regulatory requirements, manage, and minimise risk, escalate potential breaches and Adverse Effects notifications in a timely manner and identify potential improvements and efficiency opportunities.
* Support the wider compliance strategy by collaborating with the wider teams providing input into reviews and projects.
* Support the continuous improvement of all processes and practices that sit within the Compliance and Audit Team
* Undertake additional duties and activities to support the wider business and strategy as required.

**Essential Qualifications & Experience**

* A minimum of three years’ experience of qualification delivery and assessment.
* A relevant teaching qualification.
* A broad understanding of current developments and methodologies in education and training.
* Critical thinking and able to problem solve.
* Effective attention to detail.
* Excellent communication, presentation and negotiation skills.
* Excellent project management, organisational and analytical skills.
* Flexibility and adaptability.
* Proficient IT skills.
* Self-motivated and organised individual.
* Track record of achieving KPI’s and targets.
* Outgoing with an ability to build rapport with people of all backgrounds and sectors and manage multiple projects.
* Ability to prioritise, effective time management and organisational skills.
* Ability to create and deliver presentations tailored to the audience needs.

**Desirable**

* Hold an AQA, IQA and or EQA qualification or equivalent.
* Influencing skills and able to challenge constructively.
* Delivering, taking ownership and being pro-active.
* Knowledge of the education and training landscape in Northern Ireland.
* Previous experience of working in an education and training background.

**Competencies**

Collaboration Skills - Able to build relationships, influence, manage conflicts and navigate through office politics in order to get things done.

Negotiation & Persuasion skills - Able to learn when to compromise and when to take a stand in order to persuade colleagues to do what needs to be done.

Research & Strategy - Strong research and strategic analysis skills in order to benchmark the competition and keep the company ahead of it.

Keen Business Intelligence -Hungry for knowledge, staying up-to-date with the latest compliance issues and updates within the education sector, identifying appropriate QA models and assessment strategies for Centre delivering OCN NI qualifications. Understanding impact new technology is having on assessment practice.

**This role will require travel on official duty throughout Northern Ireland and the successful candidate must have access to a form of transport.**