**Job Specification   
Quality and Evaluation Officer (BBO)**

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| **Requirements** | **Essential (E)**  **or**  **Desirable (D)** |
| **Qualifications:** |  |
| Good standard of general education | **E** |
| Educated to degree/diploma level or equivalent job relevant qualification | **D** |
| **Knowledge & Experience:** |  |
| Significant experience of a quality function within a relevant environment | **E** |
| Experience of developing and implementing quality management measures and procedures | **E** |
| Experience of policy development | **E** |
| Ability to engage with partners and stakeholders to create practical and effective relationships | **E** |
| Experience of making high level decisions and recommendations to senior management on quality assurance and enhancement matters | **E** |
| Experience of working with collaborative partnerships | **D** |
| Demonstrable experience of introducing and implementing positive change successfully | **E** |
| Experienced in giving clear direction, enabling others to meet their objectives | **E** |
| Knowledge of relevant processes, procedures and systems, in particular audit and evaluation | **E** |
| Knowledge of the demands in monitoring and reporting under funded projects, in particular European funded projects | **D** |
| Able to work as part of a team to support the effectiveness and efficiency of project delivery | **E** |
| Able to manage own workloads and operate to specified deadlines | **E** |
| **Personal Qualities and Attributes:** |  |
| Able to create a culture in which service quality and the needs of partners, stakeholders and  individuals are paramount | **E** |
| Excellent organisational skills | **E** |
| Strong written and verbal communication skills, with the ability to present complex information clearly and effectively | **E** |
| Committed to supporting partners in improving their services, in order to create effective and  inclusive partnerships | **E** |
| Willingness to engage in personal development to improve performance levels | **D** |
| Excellent ICT skills | **D** |
| Dynamic and enthusiastic with a proactive approach to problem solving. | **E** |
| Have a willingness to work flexibly, including weekends and evenings where needed | **E** |
| Have a commitment to Quality, Diversity and Equality across all services | **E** |
| Full driving licence | **D** |