2021 VAC 269  
**Person Specification**

**Job title: Quality, Performance and Achievement Manager**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

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| **Essential Criteria** | | **Method of Assessment** |
| **Qualifications /**  **Professional Registration/**  **Membership** | 1. Appropriate Supervisory Management qualification. 2. Appropriate Quality Assurance qualification and significant experience in carrying out QA activities. 3. Training in Safeguarding and Prevent appropriate to the role of Designated Safeguarding Lead. | Application Form/Certificates |
| **Experience** | 1. In depth experience of overseeing the delivery of education and skills programmes, including those funded by the ESFA’s Adult Skills Budget and Adult Education Budget and complying with funding rules and contractual requirements. | Application Form/Interview |
| 1. Experience of Health & Safety management and risk assessments | Application Form/Interview |
| 1. Experience of contributing to the fulfilment of contracts to the satisfaction of funders. | Application Form/Interview |
| 1. Experience and strong working knowledge of the Health and Social Care Sector and the Voluntary and Community Sector. | Application Form/Interview |
|  | 1. Experience of playing a major role in inspection and monitoring activities such as Ofsted, Matrix and awarding body assessments. | Application Form/Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | 1. In depth knowledge and experience of day to day management and monitoring of multiple contracts covering a wide range of skills and education programmes such as apprenticeship programmes, adult and community learning and other accredited and non-accredited programmes. | Application Form/Interview |
| 1. In depth knowledge of processes for quality assurance, performance measurement (subcontractors and internal), and contract monitoring, including contract reviews and other aspects of provision monitoring. | Application Form/Interview |
| 1. A high level of skill and knowledge in budget reporting, analysis and monitoring, including cash flow forecasting and budget planning. | Application Form/Interview |
|  | 1. Strong learner data analysis skills, including oversight and analysis of reports submitted by other team members. | Application Form/Interview |
|  | 1. Knowledge of ESFA funding rules and contractual requirements | Application Form/Interview |
|  | 1. Knowledge and experience of assessment centre co-ordination. | Application Form/Interview |
|  | 1. Strong communication and people management skills – ability to provide appropriate information and advice to colleagues and stakeholders as required by the Service | Application Form/Interview |
| **Work Related Circumstances/**  **Values of the Council** | Commitment to Equal Opportunities | Interview |
| Compliance with health and safety rules, regulations, and legislation | Interview |
|  | Ability to meet the travel requirements of the post- This role is home based but some travel across Tyne and Wear and Durham may be required. | Interview |
|  | The ability to work outside of normal working hours to meet the needs of the service, and be flexible in own working arrangements according to the demands of the post | Interview |
|  | The post holder will need to be fully vaccinated against COVID-19 (unless medically exempt). | Interview/Certificates |