

The Highfield Group

Job Description

External Quality Assurance Officer

Document Control

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JOB DESCRIPTION

Job Title	External Quality Assurance Officer
Responsible to	Director of External Quality Support
Responsible for	N/A

JOB PURPOSE

The External Quality Assurance Officer "EQA" will work on an ad hoc basis to conduct quality assurance activities including but not limited to;

MAIN RESPONSIBILITIES

- supporting centres with advice on good practice and providing accurate reports.
- reviewing assessment paperwork, Assessor and Internal Quality Assurance 'IQA' decisions,
- observing assessments taking place,
- ensuring resource requirements are met
- reviewing and approving Assessor and IQA roles within the centre.
- conducting remote and physical quality assurance with centres to ensure that assessments are conducted in line with set requirements.

ESSENTIAL PERSONNEL REQUIREMENTS

- Experience in assessing, IQA or EQS of the above qualifications.
- Excellent communication and interpersonal skills
- Be sufficiently knowledgeable and competent to support training providers with information relating to assessment, quality assurance and industry requirements.
- Full UK driving licence and access to a vehicle as travel to centres and assessment sites will be required.
- To hold a recognised EQS qualification or be working towards achievement.

SECTOR SPECIFIC REQUIREMENTS (STREET WORKS OVERVIEW)

The role is designed to provide quality assurance for our Street Works qualifications which cover the Operative and Supervisor (Monitoring) roles as follows:

- Location and avoidance of underground apparatus.
- Signing, lighting and guarding.
- Excavation in the road/highway/road.
- Reinstatement and compaction of backfill materials.
- Reinstatement of sub-base and base (road base) in non-bituminous materials.
- Reinstatement in cold-lay bituminous materials.
- Reinstatement in hot-lay bituminous materials.
- Reinstatement of concrete slabs.
- Reinstatement of modular surfaces and concrete footways.

STREET WORKS' SPECIFIC POST HOLDER'S REQUIREMENTS

Experience in supervising and working as an operative in the areas detailed above. This will be supported by the post holder holding the qualification and Street Works card to cover the specific areas they will review. The post holder must hold Assessing and IQA qualifications in line with the assessment strategy

SECTOR SPECIFIC REQUIREMENTS (CONSTRUCTION OVERVIEW)

The position requires the EQS Officer to support centres with advice relating to the qualifications in which they work. For clarification, the competencies would relate to:

Level 2 NVQ certificate in Plant Operations:

- Compacting
- Excavating
- Extracting
- Forklift trucks
- Laying and distributing
- Loading and securing
- Rail and Road

- Sweeping, cleaning and clearing
- Transporting loads
- Work platforms
- Cranes and specialist lifting

We are also launching the following qualifications and would welcome enquiries from EQS Officers who have the skills and knowledge in the following areas:

- L2 NVQ Diploma in Plant Operations
- L2 NVQ Diploma in Steel Fixing Occupations
- L2 NVQ Diploma in Formwork
- L2 NVQ Certificate in Construction and Civil Engineering Operations
- L2 NVQ Diploma in Construction and Civil Engineering Operations
- L3 NVQ in Occupational Works Supervision
- L3 NVQ in Construction Contracting Operations
- L4 NVQ in Construction Site Supervision
- L6 NVQ in Construction Site Management
- L6 NVQ in Construction Contracting Operations Management
- L7 NVQ in Construction Senior Management

CONSTRUCTION SPECIFIC POST HOLDER REQUIREMENTS

Further requirements include supporting centres during physical and remote sampling activities to ensure that the assessors and internal quality assurance staff are supporting learners effectively and appropriately. To do this, the post holder must be able to show the following:

- sufficient, verifiable, relevant experience, knowledge and a broad understanding of the occupational working area.

External verifiers' experience, knowledge and understanding could be verified by a combination of:

- curriculum vitae and employer endorsement or references
- possession of a relevant NVQ/SVQ, or vocationally related qualification
- corporate membership of a relevant professional institution
- Interview

If you have the relevant competencies in any of these areas and are passionate about supporting training providers to raise standards within the industry, please get in touch with our team as we'd love to speak with you. In addition, if you have occupational knowledge and /or competence in other sectors that Highfield Qualification's offers, please disclose these when you apply. A link to our qualifications is [here](#).



THE HIGHFIELD GROUP WAY OF WORKING

Think customer;

Be passionate about our products and services;

Be a team player;

Accept responsibility for your actions;

Be enthusiastic, honest and confident;

Listen and learn and respect confidentiality;

Be loyal and committed to the Company and your future within the Company; and

To respect all members of the team.

THE HIGHFIELD GROUP'S COMMITMENT TO YOU

To build on your strengths and develop your skills;

To recognise the value of your contribution;

To respect the balance between life and work;

To maintain confidentiality;

To provide excellent working conditions; and

To reward loyalty, commitment, innovation and outstanding performance.