

**JOB TITLE: Quality Assurance Auditor**  
**JOB DESCRIPTION**



**Responsible To:** Lead Auditor  
**Contract Type:** Self Employed/Contractor

**Primary Purpose:** Carry out Quality Assurance Visits at approved centres/courses according to organisational need as allocated by JAUPT and produce high quality, accurate visit reports within required timescales.

**Main Duties and Responsibilities:**

1. Conduct quality assurance visits at approved training centres and/or courses within a geographical area (this may include undertaking visits in the evening/weekends).
2. Complete visit reports per JAUPT quality standards and within contracted timescales.
3. Attend relevant meetings or training events when required – typically four times per year.
4. Carry out the duties of the role in accordance with the terms and conditions set out in the JAUPT Quality Assurance Auditor Contract.
5. Carry out all duties and responsibilities with reasonable care for one's own health and safety and for other persons affected. Co-operate fully with management on health and safety, equal opportunity and diversity matters.
6. Uphold the highest professional and ethical standards to ensure the Ambassadorial role of the Quality Assurance Auditor is flawlessly discharged.
7. Apply professional standards to ensure that risk to compliance with regulations and to quality of course delivery is mitigated and to ensure continuous improvement is promoted and encouraged in line with the requirements of ISO 9001:2015.
8. Contribute to the continuous improvement of the Quality Assurance Programme as required.
9. Cooperate fully with management to ensure appropriate standardisation and consistency of output is delivered to JAUPT's customers. This will include submitting to at least one witnessed visit per year and integrating the agreed outcome into a Continuing Professional Development programme.

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<b>Qualifications:</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Education to degree level or above</li> <li>• Level 3 Qualification in Training Delivery or equivalent</li> <li>• ISO9001 Lead Auditor Qualification</li> <li>• Level 3 Assessor Award (AVA or A1 etc.)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• Able to carry out audits on quality management and administration systems using set criteria</li> <li>• Able to audit training courses against set criteria</li> <li>• Able to positively protect and promote the reputation of JAUPT to all relevant stakeholders, including approved training centres, to act as an effective ambassador in the field.</li> <li>• Able to prioritise, organise work and achieve deadlines</li> <li>• Ability to write concise and accurate reports to professional standards based upon observations and evidence.</li> <li>• Ability to confidently and professionally, discuss areas of non-compliance and improvement of quality with stakeholders</li> <li>• Excellent communication skills that include: <ul style="list-style-type: none"> <li>○ Interpersonal communication skills</li> <li>○ Influencing skills</li> <li>○ Formal report writing skills</li> </ul> </li> <li>• Good IT skills</li> <li>• Knowledge of Driver CPC</li> <li>• Knowledge of the PCV and/or LGV industry sectors</li> <li>• Knowledge of the Taxi Industry</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<p><b>Experience:</b></p> <p>Quality assuring the delivery of training / learning in a commercial environment</p>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<p>Making clear, valid and accurate judgements based on a range of evidence.</p>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<p>Experience of the National Occupational Standards and Vocational Qualification system</p>		<ul style="list-style-type: none"> <li>✓</li> </ul>
<p>Evidenced experience of LGV, PCV or Taxi sectors</p>		<ul style="list-style-type: none"> <li>✓</li> </ul>
<p><b>General:</b></p>	<ul style="list-style-type: none"> <li>✓</li> </ul>	

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A full driving licence		
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