



## Job Description

### Job details:

**Job Title:** Regional Assessor, ISMS

**Department:** NQA Field Teams

**Reports to:** Field Operations Manager

### Job Purpose:

To undertake visits to NQA clients in accordance with work schedules in an efficient and professional manner within the scope of accreditation.

Assessors are professionally qualified in accordance with NQA requirements to carry out management system visits to a wide range of management systems standards in the fields of Information Security, Privacy Information, IT Services, Business Continuity.

This role requires specialised experience including technical, administrative and customer service skills. The Regional Assessor is required to work within specific criteria and guidance given in the company documentation.

### Dimensions:

There are no direct reports or budgetary responsibilities associated with this role.

Assessors are home based employees who have responsibility for the safe upkeep of all business equipment supplied including car, computer, phone etc.

The role can require extensive travel time / nights away within the UK and Overseas thus requiring flexibility in periodic absence from home.

### Key Duties and Responsibilities:

- To assess a client's documented management system to ensure compliance with recognized accreditation standards
- To perform management systems assessments and surveillance visits in a timely manner in accordance with the visit schedule
- To arrange and attend client visits in a timely manner and give appropriate feedback to the client
- To prepare and submit a visit report to the Customer Operations Department including recommendations regarding the issue and withdrawal of certificates
- To provide professional advice to Customer Operations Staff.
- To ensure that stage 1 and 2 assessments, surveillance activities and recertification visits comply with the requirements of the Management Systems Manual
- To comply with the requirements of the Health and Safety policy and manage risk within their area of the business

To undertake any other duties as appropriate within their competence, as required by their Head of Unit from time to time.

### Person Specification:

#### Essential

#### Desirable

Knowledge and experience of carrying out audits / assessments

Broad knowledge and practical experience of third party accreditation

Ability to assess against more than one management standard

Current IRCA registration

Strong technical background in required area you will be assessing

Lead Auditor Qualifications in ISO27001, ISO20000, ISO22301 and / or ISO27701

Demonstrable knowledge of relevant management standards

4 years' full-time work experience in an IT related role, 2 of which are within an InfoSec related role

University or equivalent level education, eg under or post graduate degree, HND, CISP, CISM etc

Excellent communication skills

Proven interpersonal and report writing skills

Excellent IT skills

Flexibility to work away from designated workplace

Current UK driving licence

Flexible approach with the ability to accept change

Excellent Customer service skills – can recognise customers' needs and strives to provide the best level of customer service

Prepared by:

Date:

Stephen Burt, Field Director

Oct 22