**Job Description**

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| Job details: |  |
| Job Title: | NQA UK Regional Assessor |
| Department: | NQA Field Teams |
| Reports to: | Area Operations Manager |

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| 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 environment, quality, health and safety, automotive, aerospace, information security, etc.  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. |

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

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| 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. |

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| 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/IEMA registration |
| Strong technical background in required area you will be assessing |  |
| Demonstrable knowledge of relevant management standards |  |
| Health & Safety background |  |
| 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 |  |

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| Prepared by: | Date: |
| Mark Burgess, Field & Technical Director | June 2017 |