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| **Job Title:** | Quality Officer |
| **Department:** | Core |
| **Location:** | Harrow Carers Centre (currently from home) |
| **Reports To:** | Operations Director |
| **Reporting Relationships:** |  |
| **Staff Responsibilities:** | None |
| **Hours of Work:** | 105 hours initial contract and subsequent contract on a part time basis (16 hours a month) to maintain systems. Flexible hours. |
| **Summary of Position:** | To bring our quality management records and system to an excellent standard and then to maintain them. Remote working possible |
| **Salary** | £20 per hour |

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| **Responsibilities** |
| ***Primary***  Improve documentation of the QMS processes  Bring up to date and maintain folders & files within the QMS, SharePoint, policy suites& Breathe HR  Re-establish and maintain links to document suites  Review internal audit planning and ongoing implementation  Investigate nonconformity and corrective action  Update Carers Trust policies (OPF) and Harrow Carers policies as necessary  Work closely with Operations Director  ***Secondary***  Provide improvement advice |

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| **Person Specification** |
| ***Skills***  Excellent IT skills knowledge of Excel, Word and Outlook  Ability to acquire technological skills easily  Accurate attention to detail  Adaptable and can do attitude  Good organisational skills  Analytical skills  Enthusiastic and self motivated  Excellent communication and time management  ***Experience***  Quality management ISO9001 proficient, AQS or other quality systems  Use and development of SharePoint |