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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 HRRe-establish and maintain links to document suitesReview internal audit planning and ongoing implementation Investigate nonconformity and corrective actionUpdate Carers Trust policies (OPF) and Harrow Carers policies as necessaryWork closely with Operations Director***Secondary***Provide improvement advice  |

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| **Person Specification** |
| ***Skills***Excellent IT skills knowledge of Excel, Word and OutlookAbility to acquire technological skills easilyAccurate attention to detail Adaptable and can do attitudeGood organisational skillsAnalytical skillsEnthusiastic and self motivated Excellent communication and time management***Experience***Quality management ISO9001 proficient, AQS or other quality systemsUse and development of SharePoint  |