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| **Job Title:** | Quality Officer |
| **Department:** | Core |
| **Location:** | Harrow Carers Centre |
| **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. This is an onsite position and would suit a person living in or local to Harrow. |
| **Salary** | £20 per hour as a contractor |

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| **Responsibilities** |
| ***Primary***  Improve documentation of the QMS processes  Bring up to date and maintain folders & files within the QMS, SharePoint, improvement, and policy suites & Breathe HR.  Maintain hyperlinks links to document suites and establish new links when required  Review internal audit planning and ongoing implementation  Investigate nonconformity and corrective action  Carry out monthly scheduled audits as agreed with the Operations Director  Update Harrow Carers policies as required and via our umbrella body Carers Trust and Operational Policy Framework  Work closely with Operations Director  ***Secondary***  Provide improvement advice as to quality procedures to the Operations Director and CEO |

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| **Person Specification** |
| ***Skills***  Excellent IT skills knowledge of Excel, Word, Outlook, SharePoint, Teams  Ability to acquire technological skills with ease  Accurate attention to detail  Adaptable and can-do attitude  Good organisational skills  Root skills analysis  Enthusiastic and self-motivated  Excellent communication and time management  ***Experience***  Proficient in Quality management ISO9001 2015, AQS or other quality systems related to the care sector  Ability to use SharePoint to a high standard  Care Quality Commission readiness audits |