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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 requiredReview internal audit planning and ongoing implementation Investigate nonconformity and corrective actionCarry out monthly scheduled audits as agreed with the Operations DirectorUpdate Harrow Carers policies as required and via our umbrella body Carers Trust and Operational Policy FrameworkWork 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, TeamsAbility to acquire technological skills with easeAccurate attention to detail Adaptable and can-do attitudeGood organisational skillsRoot 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 sectorAbility to use SharePoint to a high standardCare Quality Commission readiness audits  |