

## Job Description

Job Specifics	
Job Title:	Lead Internal Quality Assurer
Reports to:	Qualification Quality Assurance Lead
Location:	Home/Office based in Milton Keynes
Department:	Training

About the role	
Role purpose	To be part of a team which ensure that quality standards are set and monitored in accordance with Awarding Body requirements.
Duties & key responsibilities	<ul style="list-style-type: none"> <li>• Work with the Qualification Quality Assurance Lead and IQA team to ensure timely feedback and support is delivered to assessors</li> <li>• Work with the assessment team to ensure that agreed quality standards are met</li> <li>• Monitor completion and sample quality of progress reviews</li> <li>• Ensure that qualifications are delivered in accordance with both Sava's and Awarding Bodies policies and procedures</li> <li>• Sample both formatively and summatively in line with Sava's IQA strategy</li> <li>• Sample IQA feedback including progress reviews in line with Sava's IQA strategy</li> <li>• Induct, train, mentor and coach new assessors &amp; IQA's</li> <li>• Update team on industry changes and practices</li> <li>• Implement action plans for assessors/IQA's to monitor support given</li> <li>• Assist in organising and hosting Awarding Body visits</li> <li>• Take the lead at monthly standardisation meeting – preparing and running activities</li> <li>• Maintain own industry specific CPD and update team on developments, changes and practices</li> <li>• Drive change in agreement with the Qualification Quality Assurance Lead within standardisation</li> <li>• Deal with learner &amp; assessor queries directly as well as e-mail enquiries and escalations</li> </ul>

	<ul style="list-style-type: none"> <li>• Investigate and manage any plagiarism investigations</li> <li>• Support with 'induction' and 'into to assessment' sessions for learners</li> <li>• Ensure Awarding Body feedback and requirements following visits are implemented.</li> <li>• Any other Quality support tasks as directed by the Qualification Quality Assurance Lead</li> </ul>
KPI's & SLA's	<ul style="list-style-type: none"> <li>• Meet sampling SLA of 10 days</li> <li>• Ensure all learner records are fully compliant with internal and Awarding Body requirements</li> <li>• Maintain 85% of assessors working at a rag rating of green</li> </ul>
Key working relationships	<ul style="list-style-type: none"> <li>• Qualification Quality Assurance Lead</li> <li>• Head of Customer engagement</li> <li>• Administration team</li> <li>• External Quality Assurer</li> </ul>

<b>About you</b>	
Skills & Abilities	<ul style="list-style-type: none"> <li>• Must have excellent administrative skills with the ability to prioritise workloads, work methodically, accurately and effectively under pressure while maintaining a positive attitude</li> <li>• Logical thinker who is willing to own and solve problems</li> <li>• Ability to work independently and as part of a team</li> <li>• Pro-active and ability to drive change</li> <li>• Ability to communicate effectively and clearly</li> <li>• Accountable for updating on industry changes</li> <li>• To be able to demonstrate good listening and questioning techniques</li> <li>• Belief in the benefits education and training can bring</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working as a Chartered Surveyor</li> <li>• RICS/MRICS Qualified</li> <li>• Able to complete a range of residential property condition inspections as well as valuations including new build, investment &amp; residual</li> <li>• Previous experience of assessing or awareness of ABBE L6 Diploma in Residential Surveying and Valuation</li> <li>• Mentoring or coaching experience in the residential surveying industry</li> </ul>

	<ul style="list-style-type: none"> <li>• Previous auditing or management experience essential</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of awarding organisation requirements</li> <li>• Good knowledge of ABBE L6 Diploma in Residential and Surveying units</li> <li>• Knowledge of e-learning platforms</li> <li>• Excellent knowledge of Microsoft Office Suite</li> <li>• Computer literate</li> <li>• Awareness and understanding of sector and ad well as professional and other external bodies</li> </ul>
<b>Personal Attributes and Other requirements</b>	<ul style="list-style-type: none"> <li>• Flexibility in travel and willingness to stay away from home required</li> <li>• Possible weekend working once a month until September 2022</li> </ul>

<b>About Sava</b>	
<b>About us</b>	<p>Sava strives to make buildings better. We do this by providing education, technology, and compliance services to building owners, surveyors and the wider property industry. We were established in 1983, and our roots are within energy assessment and home condition surveying.</p> <p>Training the next generation of residential surveyors. Sava plays a vital role in generating new talent as well as providing ongoing education and skills development to residential surveyors.</p> <p>Sava has designed and structured the Level 6 Diploma in Residential Surveying and Valuation together with the Awarding Body of the Built Environment (ABBE) to develop the only vocational route into the residential surveying profession.</p> <p>We offer five Qualifications with the ABBE Level 6 Diploma in Residential Surveying and Valuation being the most popular. Once completed it offers a direct entry into AssocRICS making it a market leader.</p>
<b>Benefits offered with the role</b>	<ul style="list-style-type: none"> <li>• 15 days holiday a year based on 0.6 contract</li> <li>• Support with training &amp; CPD activities</li> <li>• Part time, flexible working available ideally 3 day a week position</li> </ul>