

PERSON SPECIFICATION

Vacancy Ref: A2801

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Honours degree in a relevant engineering, technical or science discipline or HNC/HND in relevant engineering, technical or science discipline with significant relevant experience.	Essential	Application form
Significant Quality Assurance experience in the field of scientific or technology delivery.	Essential	Application form/ supporting statement
Significant technical or scientific experience relevant to the post.	Essential	Application form/ supporting statement
Significant experience in writing quality documentation.	Essential	Application form/ supporting statement
Significant experience in monitoring quality performance and continual improvement.	Essential	Supporting statement/ interview
Excellent interpersonal and communication skills and a strong command of English.	Essential	Supporting statement/ interview
Ability to co-operate with others, including with industrial partners, share leadership for team tasks, being flexible in approach.	Essential	Supporting statement/ interview
Extensive IT skills including the following applications; MS Office & MS Project	Essential	Supporting statement/ interview
A good understanding of basic engineering principals and manufacturing drawings.	Essential	Supporting statement/ interview
A good understanding of project management techniques.	Essential	Supporting statement/ interview
A formal qualification in Quality Assurance.	Desirable	Supporting statement
Experience of project delivery within an ISO9001 quality management system.	Desirable	Supporting statement

Member of a Quality Assurance professional institute i.e. CQI.	Desirable	Supporting statement
Experience of working within ISO 9001:2015.	Desirable	Supporting statement
Experience using and developing Product Lifecycle Management systems.	Desirable	Supporting statement/ interview
Working knowledge of 2D (AutoCAD) and 3D CAD.	Desirable	Supporting statement/ interview
Experience of engineering materials, joining techniques and manufacturing processes.	Desirable	interview
Appreciation of Risk Analysis.	Desirable	interview
Appreciation of Health, Safety and Environment.	Desirable	interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.