

### Person Specification

<b>Job Title</b>	QA Associate – Electronic Systems
<b>Job Holder</b>	Vacant
<b>Reports To</b>	Senior QA Associate
<b>Date</b>	Mar 2020

		Essential	Desirable	Method of Assessment
E1	<b>Educational Attainment</b> GCSE level or NVQ Level 3 in the related field or working towards this	X		Application form/Certificate
E2	<b>Work Experience</b> A minimum of 2 years' experience in the use, administrating & management of Electronic Management systems (eg TrackWise, SAP, Master Control)	X		Application form
D1	Experience of working in a GMP environment or equivalent		X	Application form
D2	Proven ability to work with others from multiple disciplines.		X	Application form/Interview
D3	Experience of designing and delivering training courses		X	Application form/Interview
D4	Development and maintenance of key performance indicators and metrics		X	Application form/Interview
E3	Working knowledge of Microsoft office (Excel/Word/Powerpoint).	X		Application form/Interview
E4	<b>Knowledge/Skills/Aptitude</b> Ability to demonstrate Subject Matter Expertise (SME) in Quality systems.	X		Application form/Interview
E5	Experience in making improvements to a system, process or ways of working.	X		Application form/Interview
E6	Ability to work without close supervision yet able to judge when advice and support is required	X		Application form/Interview
E7	Specifically focused in problem solving	X		Application form/Interview
E8	Excellent written and verbal communication skills	X		Application form/Interview
D5	Ability to influence, negotiate and persuade		X	Interview
E9	Ability to effectively prioritise & multi-task	X		Application form/Interview
D6	Experience of designing and delivering training courses		X	Application form/Interview
E10	<b>Circumstances</b> Flexible approach to working	X		Application form/Interview