

Job Description

Job title	Quality and Audits Officer
Reports to	Head of Risk and Information
Grade	3
Directorate	Business Services
Term	Part-time (3 days a week), fixed-term contract until December 2025.

Job purpose

To work closely with the Head of Risk and Information in maintaining a knowledge management culture at UK Anti-Doping (UKAD) by ensuring policies and procedures are documented, version controlled and up to date. To help support the organisation in the achievement of its quality and information security objectives, assisting in ensuring the timely achievement by all staff of their corporate responsibilities such as risk management, policy acceptance and reporting.

Key result areas

- Enable relevant external service providers with planning and carrying out audit meetings with internal staff members i.e. Internal Audits and Quality and Information Security Audits (ISO 9001, ISO 27001) to ensure UKAD meets International Standards and industry best practice benchmarks.
- Define and drive the Schedule of Internal Reviews to ensure a thorough review schedule which supports the ISOQAR ISO9001 and ISO27001 audits, complementing the Internal Audit programme and aligning with the risk registers.
- Act as main contact for the ISO 9001 and 27001 quality and information security audits, leading the annual audit meetings with support as necessary.
- Drive the completion of the Schedule of Internal Audits according to defined timeframes with the service provider and ensure that paperwork is completed in a timely way and audits are carried out at appropriately planned intervals throughout the year.
- Proactively co-ordinating staff at all levels to develop operational processes, procedures and operational role manuals, ensuring that these are documented within the Quality Management System in line with the Knowledge Management Strategy.

- Ensure that appropriate policies are released via the online policy acceptance tool and accepted by relevant personnel within acceptable time limits, reporting non-compliance where necessary.
- Prepare for Quarterly Management Review meetings, including drafting regular informational papers, arranging the meetings and minute-taking.
- Track and manage the timely completion of audit recommendations via the Continual Improvements Database
- Ensure that all UKAD policies, procedures and role manuals are regularly reviewed and updated within an annual schedule to allow for annual reporting to Board and Audit and Risk Committee
- Assist the team in ensuring Freedom of Information and Subject Access Requests are recorded and dealt with in a timely way in accordance with legislative requirements

Key internal and external contacts

- UK Anti-Doping colleagues
- Auditors
- Board and Committee members
- Doping Control Personnel and National Trainers
- Other external suppliers and consultants
- General public

Person specification

Qualifications/experience/knowledge

- Experience of interpreting and reporting on a range of policy and management information to meet the needs of a variety of audiences
- Understanding of risk management
- Experience of auditing would be an advantage

Skills

- Strong organisational skills
- Proficient in the use of IT systems and software packages
- Ability to balance work to tight deadlines under pressure
- Ability and willingness to use own initiative and develop new skills
- Articulate communicator with excellent written and verbal skills with acute attention to detail
- Forward-thinking, collaborative team player
- Ability to build and maintain effective relationships across the organisation

Job Related Competencies

Building Strategic Working Relationships

Developing and using collaborative relationships to facilitate the accomplishment of work goals.

Contributing to Team Success

Actively participating as a member of a team to move the team toward the completion of goals.

Communication

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Decision Making

Identifying and understanding problems, and opportunities. Comparing data from different sources to draw conclusions. Using effective approaches for choosing a course of action or developing appropriate solutions. Taking action that is consistent with available facts, constraints and probable consequences.

Planning and Organizing

Establishing courses of action for self and others to ensure that work is completed efficiently and to agreed deadlines.

Quality Orientation

Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

Adaptability

Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.

Risk Awareness

Ability to anticipate the consequences of a course of action and consider possible contingency plans.

Additional information

Working hours are 22 hours across a three-day working week (as part of a job share) although flexibility may be required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with International colleagues outside of core work hours, and occasional travel, may be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.