

**JOB DESCRIPTION**



<b>Job Title</b>	Senior Quality Assurance Analyst
<b>Job Location</b>	Office-based at AgilityEco offices in Sutton
<b>Remuneration</b>	£22,500 - £25,000 per annum depending on experience
<b>Hours</b>	37.5 hours per week with 23 days annual leave.
<b>Purpose Statement</b>	<p>AgilityEco is a fast growing business that has established a leading position in the financing and delivery of energy efficiency programmes and energy sector consultancy services.</p> <p>Our clients include many of the major energy supply companies, Local Authorities, Housing Associations and industry supply chain partners such as installers of renewable energy technologies. An important aspect of our business is managing our Energy Company Obligation (ECO) delivery in partnership with an extensive number of supply chain members.</p> <p>The successful applicant will have responsibility for a wide range of quality assurance and analytical duties to support the on-going operations of the company. It is therefore essential you are impeccably organised, possess excellent communication skills, have a keen eye for detail and the ability to work to tight deadlines under pressure. The Senior Quality Assurance Analyst will take a lead role within the Quality Assurance (QA) team and will assist the ECO Quality Assurance Manager.</p> <p>In return you will be part of a successful team where you will have the opportunity to evolve in the role.</p>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Providing a high level of administrative and operational support to the ECO Quality Assurance Manager</li> <li>• Managing all quality assurance activity including ECO Monitoring.</li> <li>• Ensuring that all records are updated regularly and preparing reports for senior management and stakeholders.</li> <li>• Responsible for managing performance issues with supply chain partners, providing feedback and arranging training where required.</li> <li>• Dealing with all Supplier and Regulatory QA related queries and investigations.</li> <li>• Able to provide the ECO team with guidance and support on quality assurance matters and also to provide support to the ECO team as a whole as and when required.</li> <li>• Keeping abreast of ECO QA regulations and requirements.</li> <li>• Working with stakeholders to drive quality standards across all ECO activity.</li> <li>• Any other reasonable duties commensurate with the post, which may be allocated from time to time. All employees are responsible for their own health and safety and must adhere to the company’s HSE guidelines.</li> </ul>
<b>Dimensions of Role</b>	The job holder will report directly to the ECO Operations Manager
<b>Working Relationships</b>	Close working relationship with colleagues, external partners and suppliers
<b>Skills, Knowledge and Expertise</b>	
<b>Knowledge and Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSE’s at grade C or above (or equivalent) – must include English</li> <li>• Computer literacy</li> </ul>
<b>Desirable Skills and</b>	<ul style="list-style-type: none"> <li>• Previous experience in quality assurance</li> </ul>

<b>experience</b>	<ul style="list-style-type: none"><li>• Previous experience and understanding of the Energy Companies Obligation (ECO)</li><li>• Experienced user of MS Office</li><li>• Knowledge of the energy efficiency and fuel poverty sector</li></ul>
<b>Person Specification</b>	<ul style="list-style-type: none"><li>• Ability to manage and prioritise multiple tasks</li><li>• Good verbal and written communication, time management and organisation skills</li><li>• Ability to work under pressure and to tight deadlines</li><li>• Team player</li><li>• Self-motivated, driven and proactive</li><li>• Ability to maintain highest level of confidentiality</li><li>• Attention to detail</li></ul>