JOB DESCRIPTION

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| Job title:  | Quality Assurance Scheme Manager |
| Job Grade: | 4 |
| Directorate and job title of line manager: | General Counsel, Head of Regulatory Policy |
| **Location:** | Edinburgh  |
| **Contract type/ duration:** | Permanent – full time  |

1. Purpose of Job

To manage the the IFoA’s Quality Assurance Scheme (QAS) and provide such support as may be required to the relevant Committees and Boards.

Background

The QAS is an IFoA accreditation scheme for organisations that employ actuaries. In order to obtain the accreditation they must demonstrate, through assessment, that they meet a range of outcomes that demonstrate their commitment to quality actuarial work.

1. Principal Accountabilities
* Managing applications from organisations seeking QAS accredited status (or seeking renewal), applying a sifting process, and flagging up any issues of concern.
* Being the main IFoA executive team contact for the QAS Sub Committee and providing support and assistance, as required, including arranging meetings, drafting agendas, identifying issues for discussion, maintaining its Terms of Reference and preparing papers.
* Managing issues with QAS organisations that arise during the accreditation process and advising the QAS Sub Committee on appropriate steps.
* Implementing changes to the governance of the Sub Committee and to decisions making arising out of the geographic extension of the QAS and recent governance review.
* Managing the process for recruitment of the lay Chair and new members of the Sub Committee. Ensuring the core QAS documents (APS QA1, QAS Handbook, Application Form, Annual Return Form) are up to date and remain effective.
* Organising training for QAS Sub Committee and DPB Board members and/or external assessment team, as required. Liaising with and drafting updates and reports for the IFoA’s oversight body, the Financial Reporting Council.
* Analysing annual returns and reporting findings to the Sub Committee.
* Managing the contract with the third party provider of assessment services (including checking and arranging payment of invoices) and liaising with the external assessment team to arrange assessment and monitoring visits and dealing with implementation of the contract with the assessment team.
* Organising the SQAR Forum events, with the assistance of the IFoA’s Events Team, and managing the SQAR Forum Organising Working Party.
* Liaising with QAS applicants and accredited organisations in relation to issues raised that might affect their accredited status.
* Drafting and collating reports and other papers for decision.
* Maintaining the QAS webpages and related online Forums.
* Maintaining the QAS inbox and answering queries raised about the schemes.
* Assisting with promotional activities for of the QAS including identifying potential applicants, drafting content for marketing materials and attending meetings and events.
* Drafting papers for Regulation Board, Management Board and other IFoA Boards and committees, as required.
* Working closely and effectively with other members of the General Counsel and other Directorates.
* Preparing and implementing the plans for development of the QAS.
1. Main Contacts
* External Assessment team
* QAS Sub Committee
* Regulation Board and its Sub Committees and working parties
* Accredited/authorised Organisations and their representatives
* Financial Reporting Council and its Committees/ Boards
1. Decisions

The role holder will be required to exercise judgement commensurate with the role of ensuring the IFoA’s QAS operates successfully and meets its KPIs.

1. Complexity

The role holder will be required to support the QAS Sub Committee in their decisions and to manage the day to day operation of the schemes. This will involve identifying and raising issues in relation to broader regulatory and strategic issues about or arising out of the QAS.

1. Impact

The role holder will be required to support the operation of the QAS which is a key part of the IFoA’s regulatory strategy.

1. Knowledge and experience

*Essential*

* Strong written and oral communication skills.
* Strong organisational skills.
* Tact and discretion in dealing with commercially sensitive and confidential issues.
* Strong attention to detail and accuracy.
* Ability to manage a workload which may change and peak at certain times.
* Good team worker.

*Desirable*

* Experience of working in a financial services regulatory environment.
* Experience of regulatory and/or quality compliance.
* Experience of supporting a Board or Committee.
* Experience of working for/with a professional regulatory body.
* Experience of administering an accreditation scheme.
* Experience of project management.
* Experience of maintaining web pages and/or online forums.
* Experience of promotional activities including presentations
1. Values and Behaviours

The role holder will require to demonstrate each of the values of Community, Integrity and Progress in accordance with the IFoA‘s Values and Behaviours framework.

1. Other

Occasional travel to sites in London and Oxford and to other conference/ meeting locations may be required.