

Job title	Senior QRA Advisor		
Job family	Quality, Risk & Assurance	Band	D

Job purpose
<p>Provides a specialist advisory service to the BBC workforce, which involves providing guidance, training, information, management of data and executes process delivery, often of a specialist nature. The role can work independently to resolve complex queries, but will more normally work collaboratively as part of a wider specialist team to manage more complex issues and projects.</p>

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • Advises the workforce based on information received and knowledge of policy and process; understands issues and problems and manages them accordingly • Provides guidance, training, information, manages data and executes process delivery, often of a specialist nature • Collaborates with wider specialist teams to manage and deliver more complex specialist projects and deliverables • Represents the team at meetings, providing mentoring and taking the lead on specific issues/topics/projects or incidents as required • Keeps abreast of industry, regulatory & legal updates and undertakes CPD activities to maintain knowledge required for role or professional membership

Knowledge, skills, training and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Significant relevant experience in area of expertise (audit or risk) • Proven experience of working within organisations of comparable size &/or complexity to BBC • Proven track record in quickly acquiring new knowledge & skills • Possess an appropriate combination in technical expertise across relevant fields • Ability to observe & understand business processes & operations • Able to communicate effectively, both verbally & in writing, and with a wide range of groups & individuals at different levels within the organisation 	<p>Desirable</p> <ul style="list-style-type: none"> • Normally candidates will have a relevant formal professional qualification appropriate to the role (ACA, CIMA, IIA, IRM etc) • Direct previous experience of working in audit, assurance or risk functions • Good level of experience & expertise in one or more areas of specialism – eg technology, content, media, project management etc • Experience of working with, or reporting to, with senior management levels within a business

Job impact

Decision making: day-to-day responsibility where autonomous working; judgement decisions regarding focus areas, prioritisation, conclusions and the need for escalation

Scope: team has pan-BBC coverage, PSB & commercial entities

Financial: no budgetary responsibility

Reports: no direct or indirect reports, but potential for some management input on larger pieces of work

Other: N/A

Other information	
For Reward team use only	
Job Code	
Definition:	Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.