

<b>Job title</b>	<b>QRA Senior Advisor</b>		
<b>Job family</b>	<b>Quality, Risk &amp; Assurance</b>	<b>Band</b>	<b>D</b>

<b>Job purpose</b>
<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>

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

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

<b>Job impact</b>
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*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

<b>Other information</b>	
<b>For Reward team use only</b>	
Job Code	
Definition:	Content / Content Support / 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*

