

JOB DESCRIPTION

JOB TITLE: Lead External Quality Assurer – Security

Reporting to: Senior Manager, Security and Protective Services

Responsible for: N/A

Contract: Full time

Salary: £38,500

JOB PURPOSE

- Reporting to the Senior Manager, Security and Protective Services, this role will be responsible for ensuring that:
- To lead the EQA team ensuring a consistent approach to all centre visits and other quality assurance activities
- All BIIAB Approved Centres adhere to BIIAB standards and other regulatory requirements as set by BIIAB, OFQUAL and the SIA.

MAIN DUTIES AND RESPONSIBILITIES

1. To conduct robust quality assurance evaluations of BIIAB Approved Centres offering SIA-license linked qualifications.
2. To perform on-site visits and audits to assess the delivery, assessment, and administration of qualifications in line with established standards and guidelines.
3. To observe External Quality Assessors to ensure standardisation of best practice.
4. To conduct sampling of learner evidence, to ensure that those being certificated have the knowledge and training to work safely within the sector and protect the public.
5. To produce accurate, concise and clear written reports summarising findings, recommendations, and areas for improvement based on assessment outcomes.
6. To provide expert guidance and support to the EQA team in the completion of EQA activities, visits and report writing.
7. To provide expert guidance and support to BIIAB Approved Centres on compliance issues, assessment practices, and regulatory requirements.
8. To collaborate closely with internal teams to develop and implement strategies for continuous improvement in qualification delivery and assessment.

9. To carry out malpractice investigations relating to SIA-licence linked qualifications.
10. To deliver training to BIIAB Security Centres to support their quality improvement and regulatory compliance
11. As requested, to undertake visits alongside colleagues from third-party stakeholders (such as SIA).
12. To co-ordinate and deliver training and standardisation events to the EQA team.
13. To support the recruitment of new EQAs and lead the training of new External Quality Assessors (security).
14. To provide advice on qualifications to new and existing centres.
15. To maintain sector competence through CPD activities, keeping abreast of changes in regulations, industry standards, and best practices.
16. To make recommendations on improvements relating to internal and external quality assurance.

The above duties are not exclusive or exhaustive and the postholder may be required to carry out such other appropriate duties as may be determined by the Chief Executive, Deputy Chief Executive or Director of Quality and Compliance.

The postholder will be expected to adopt a flexible approach to ensure the efficient and effective operation of the Company.

OTHER DUTIES

1. To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
2. To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
3. To keep up to date, so far as is necessary, for the efficient execution of the role, with new legislation, procedures and methods.
4. To participate in the Company's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
5. To uphold and promote the Company's Equal Opportunities and Diversity policies and practices.

6. To present an appropriate professional image on official Company business.
7. To actively champion and promote the Group's charitable objectives and mission in the role you undertake.

TERMS AND CONDITIONS

This post is subject to the terms and conditions determined by Skills and Education Group.

September 2025