



JOB DESCRIPTION

JOB TITLE:	Senior Quality and Regulation Officer (Security and Protective Services)
Reporting to:	Senior Quality Manager Security and Protective Services
Contract:	Full-time
Salary:	£29,305

JOB PURPOSE

- To support the Senior Manager Security and Protective Services in maintaining essential regulatory processes, the collection of accurate data and the production of reports to ensure compliance with the requirements of the SiA and other regulatory bodies for BIIAB Security and Protective Services Qualifications Limited (BIIAB).
- To be responsible for day-to-day running of the Security and Protective Services Compliance and Regulation administration function including more complex duties for both Awarding Bodies.
- To support the Senior Manager Security and Protective Services in delivering, monitoring, evaluating and improving quality assurance as it relates to business and regulatory compliance.
- To support the Senior Manager Security and Protective Services with the co-ordination of the Centre recognition and associated qualification approval processes and procedures.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To support the Senior Manager Security and Protective Services with compliance processes and procedures including self-assessment and validation.
- 2 To liaise with centres to ensure the GoReact recordings are regularly uploaded as required and in readiness for the sampling plans.
- 3 To carry out quality sampling of the GoReact recordings, as directed by the Senior Manager Security and Protective Services.
- 4 To be responsible for the efficient management of the Security inboxes ensuring emails are responded to within the KPIs and directed to other members of the team as needed.
- 5 To process centre approval applications, including the more complex, following the process for Security and Protective Services centres from start to completion with final sign off from the Senior Manager Security and Protective Services.
- 6 To ensure the effective and efficient control of information and data in line with GDPR requirements.

- 7 To support the Senior Manager Security and Protective Services in the Quality Assurance processes; maintaining the systems that support the allocation and monitoring of visits and the RAG rating of centres.
- 8 Oversee the monitoring of actions arising from EQA reports to ensure they are progressed within a reasonable timeframe, reporting any concerns to the Senior Manager Security and Protective Services.
- 9 To provide support to the C&R Support Officer in the processing of site and venue approvals in line with current SoP for the security sector.
- 10 Provide data and statistics, including in report format, to the Senior Manager Security and Protective Services, when required.
- 11 To be the first line person to co-ordinate, allocate, track and monitor progress of investigations and evidence gathering for Centre enquiries, appeals, complaints, malpractice and maladministration cases, ensuring processes are in place and timelines are followed, in relation to Security and Protective Services.
- 12 To support internal audits as directed by the Senior Manager Security and Protective Services.
- 13 To support the line management of the Compliance and Regulation Officer (Security), in the Senior Manager's absence.
- 14 To support the Senior Manager Security and Protective Services in ensuring that policies, processes and procedures are reviewed and amended in light of recommendations, including those from internal audits and self-assessment.
- 15 To carry out duties and responsibilities in line with the appropriate policies.
- 16 To ensure appropriate security and confidentiality.

The above duties are not exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Compliance and Regulation Manger and/or Head of Compliance and Regulation.

OTHER DUTIES

- 1 To contribute to the operational activity of the organisation where this relates to the overall benefit of Skills and Education Group. Such activity and its scope will be jointly agreed in advance.
- 2 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.

- 3 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.
- 4 To keep up to date, so far as is necessary for the efficient execution of the role, with new legislation, procedures and methods.
- 5 To participate in the Group'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.
- 6 To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
- 7 To present an appropriate professional image on official Company business.

TERMS AND CONDITIONS

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

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