

Role title: Assistant RTAS Compliance Manager

Reporting to: Head of Quality Assurance (RTAS)

NSAR is a dynamic, employer-led skills organisation operating at the forefront of the skills intelligence, skills policy and training agenda and in enabling the 'levelling up' agenda through our work in traineeships and apprenticeships.

NSAR is responsible for implementing Network Rail's Rail Training Assurance Scheme (RTAS) and programme of training and competences crucial to the safety of those working on our rail network. The purpose of the RTAS framework is to ensure that a consistent high standard of training and assessment for specific safety critical railway skills is maintained across all organisations and individuals providing training and assessment services.

This role is primarily concerned with enabling and supporting the delivery aspects of the continuous improvement of the RTAS assured providers.

Primary Function

Reporting to the Head of Quality Assurance (RTAS). Assisting predominately the Investigations & Internal Compliance Manager in undertaking Quality Improvement activities relating to training and assessment delivery in line with Network Rail standards, Quality Assurance Frameworks and RTAS Rules. Where breaches of standards and rules are identified, assist in Formal Review (Investigation) activities for NSAR on behalf of Network Rail within the confines of delegated authority arrangements. Assist with all required QA focussed daily support.

Key responsibilities:

- Assist in the preparation of reports;
- Maintaining QA Team's standardised documentation, processes and procedures;
- Use of relevant quality tools;
- Contribute to development and implementation of industry best practice;
- Assist with aspects of confidential and sensitive Formal Review activities for NSAR on behalf of Network Rail;
- Assist with QA focussed software system support;

- Compliance with Company policies and procedures;
- Continuously develop own technical knowledge;
- Undertake ad hoc administrative duties, reports and data analysis for the wider NSAR team as required.

Essential attributes:

- Recognised Internal/External Auditing Qualifications (desirable);
- At least five years' experience within the Rail Industry in a Training environment (Desirable);
- High level of attention to detail and process;
- Compliance focussed skills/experience;
- High level capability in the use of Microsoft Office Suite;
- Full UK Driving licence.

Personal attributes:

- Excellent communicator, both orally and written;
- Excellent people skills;
- Logical and problem solving ability;
- Ability to meet and prioritise deadlines;
- Ability to work with minimum supervision;
- Decision making ability;
- Team player.

Hours – 40 hours per week

Location – Home based

Salary - £35,000 depending on skills and experience

Please send your application and covering letter to Laura Harris, HR Manager (laura.harris@nsar.co.uk)