Quality Assurance Officer

Closing date for Applications: 23 March 2018

Interviews: Mid-late April 2018

Start Date: asap (flexible)

Term: 1-year fixed term with option to renew

Working hours : full-time (part-time hours negotiable)

Location: Cambridge

Your responsibilities will include:

* supporting the senior management in determining, negotiating and agreeing on in-house quality procedures, standards and systems
* working with staff to implement and administer quality assurance procedures, standards, and systems
* championing the role and value of quality assurance to meet the company’s business objectives; encouraging and monitoring engagement and actions of others to maintain high standards
* supporting our compliance with the General Data Protection Regulation (GDPR) as the named Data Protection Officer
* supporting the senior management by recording, processing and analysing information on the company’s performance against quality assurance, and other, business objectives

Applicants should possess:

* over five years’ work experience in quality assurance design and implementation in other, similar, organisations
* a degree or higher national diploma in business administration or similar
* membership or affiliation with the Chartered Quality Institute is desirable but not essential
* strong IT skills - experience and an aptitude for using Microsoft Office 365 is essential
* fluency in written and spoken English
* a capacity for team-working and for working autonomously
* strong skills in time-management, communication and negotiation
* an interest in CE's core business of extracting meaning from economic data
* applicants will be required to have the right to work in the EU by the start of their employment

For more details see our website <https://www.camecon.com/who/vacancies/>.

Working at Cambridge Econometrics

Cambridge Econometrics is a leading provider of real-world, evidence-based economic analysis for policy assessment.

We look for people who can provide rigorous, quantitative analysis and deliver it to technical and non-technical audiences with confidence and clarity. Our reputation is built upon delivering penetrating insight; to work effectively with clients the ability to digest complex information, interpret it and summarise key messages is crucial.

We offer a friendly, supportive and inclusive environment, with a strong commitment to high-quality training and development from day one. At every level of the organisation we like to stretch and challenge our staff so they keep learning and give us the full benefit of their skills and experience.

We welcome applications from candidates from under-represented groups.