

JOB TITLE**Quality Assurance Officer (bilingual)****Contract type:****Fixed Term 30/09/2022****Salary:****£20,628 - £22,896 per annum (pro-rata where applicable)****The challenge**

As Wales' largest awarding body, at WJEC we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role:

The purpose of the post is to quality assure all interactive digital content produced in terms of form, functionality and language both through the medium of Welsh and English to ensure all resources are of high quality and accurate before publication.

The person:

To thrive in this role, you'll be organised and be able to maintain a high attention to detail when working on several tasks simultaneously. The successful candidate will be confident working on their own initiative, but equally confident working with others, in support of team projects.

Our benefits:

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme. Whilst there will be times when you are required to work on-site in our Cardiff office, we would be happy to consider requests for flexible and/or homeworking from the successful applicant.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 07 December 2021

JOB DESCRIPTION

Job title	Quality Assurance Officer (Bilingual)
Department:	Chief Executive
Section:	Digital Resources
Responsible to:	Quality Assurance Manager
Grade:	4
Location:	WJEC Offices Cardiff
Main purpose of Job:	

The purpose of the post is to quality assure all interactive digital content produced in terms of form, functionality and language both through the medium of Welsh and English to ensure all resources are of high quality and accurate before publication.

Principal Duties and Responsibilities:

Under the direction of a more senior officer:

1. To be responsible for quality assuring all interactive digital content produced by the directorate to ensure that the final product delivered meets the requirements of the topic as conveyed by the storyboard.
2. Check the functionality of the resource and ensure it operates as expected in both languages and if required between languages.
3. Ensure the resource complies with all technical and design requirements and operates on all browsers and platforms for which it was intended.
4. Ensure that the resource does not include any spelling mistakes, typographical errors, errors in punctuation, grammatical errors etc. in both languages and that translations are a true reflection of the original language in which the resource was built,
5. Work closely with the Quality Assurance Manager to ensure consistency over all projects and assist in the development of quality guidelines relating to design and format.
6. Make the Quality Assurance Manager aware of possible issues with the work.
7. Work closely with the digital development team to ensure timely feedback.

Person Specification

Job title:	Quality Assurance Officer (Bilingual)
Department:	Chief Executive

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Ability to check accuracy and functionality of digital content
- Ability to proof-read Welsh and English medium text on screen quickly and accurately.
- Ability to annotate materials and feed comments back appropriately
- Ability to work with accuracy paying attention to detail
- Ability to communicate confidently at all levels
- Ability to work under pressure and to meet deadlines
- Ability to work as part of a team
- Organisational skills

Desirable

- Experience of proof reading both in Welsh and English

Knowledge

Highly desirable

- IT competency
- Knowledge of proofing techniques

Experience

Highly desirable

- Experience of quality assurance, checking and proof-reading

Training / Qualifications

Highly desirable

- A degree in Welsh and a thorough knowledge of English

Other Requirements

Highly desirable

- A flexible approach to work

Telerau ac Amodau Gwasanaeth**Terms and Conditions of Service**

Teitl y Swydd:
Job Title: Quality Assurance Officer

Cyflog:
Salary: £20,628 - £22,896

Gradd:
Grade: 4

Gwyliau Blynyddol: 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.

Annual Leave: 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays

Pensiwn: Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

Pension: The provision of the Local Government Superannuation Act apply

Math o Gytundeb:**Contract Type:**

Llawn-amser / Full Time

Rhan-amser / Part Time

Llawn-amser Tymor Cyfyngedig / Full Time Limited Term

Rhan-amser Tymor Cyfyngedig / Part Time Limited Term

Nifer yr oriau yr wythnos
No of hrs per week

Diwedd y Tymor
End of Term

Diwedd y Tymor
End of Term

30/09/2022

Nifer yr oriau yr wythnos
No of hrs per week

36.5

Dull Ymgeisio:**Method of Application:**

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn **07 Rhagfyr 2021**

Completed forms should be sent by email to hr@wjec.co.uk by **07December 2021**