



Job Description

Job details:

Job Title: Regional Assessor, ISMS

Department: NQA Field Teams

Reports to: Field Operations Manager

Job Purpose:

To undertake visits to NQA clients in accordance with work schedules in an efficient and professional manner within the scope of accreditation.

Assessors are professionally qualified in accordance with NQA requirements to carry out management system visits to a wide range of management systems standards in the fields of information security, data privacy, IT service management, business continuity, and cloud services.

This role requires specialised experience including technical, administrative and customer service skills. The Regional Assessor is required to work within specific criteria and guidance given in the company documentation.

Dimensions:

There are no direct reports or budgetary responsibilities associated with this role.

Assessors are home based employees who have responsibility for the safe upkeep of all business equipment supplied including car, computer, phone/fax etc.

The role can require extensive travel time / nights away within the UK and Overseas thus requiring flexibility in periodic absence from home.

Key Duties and Responsibilities:

- To assess a client's documented management system to ensure compliance with recognized accreditation standards.
- To perform management systems assessments and surveillance visits in a timely manner in accordance with the visit schedule.
- To arrange and attend client visits in a timely manner and give appropriate feedback to the client.
- To prepare and submit a visit report to the Operations Department including recommendations regarding the issue and withdrawal of certificates.
- To provide professional advice to Operations Staff.
- To ensure that stage 1 and 2 assessments, surveillance activities and recertification visits comply with the requirements of the relevant standard(s).
- To comply with the requirements of the health & safety and information security policies and manage risk within their area of the business.
- To undertake any other duties as appropriate within their competence, as required by their line manager(s) from time to time.

Person Specification:	
Essential	Desirable
Knowledge and experience of carrying out audits / assessments.	Broad knowledge and practical experience of third-party accreditation.
Strong technical background in required area(s) you will be assessing.	Current IRCA/IEMA registration.
Demonstrable knowledge of relevant management standards.	Lead Auditor qualification in ISO 27001, ISO 27701, ISO 20000, or ISO 22301.
Sufficient professional experience in an IT-related role.	Ability to assess against more than one management standard.
University level education or equivalent professional or vocational education, e.g., degree, HND, CISM etc.	
Excellent communication skills.	
Proven interpersonal and report writing skills.	
Excellent IT skills.	
Flexibility to work away from designated workplace.	
Current UK driving licence.	
Flexible approach with the ability to accept change.	
Excellent Customer service skills – can recognise customers' needs and strives to provide the best level of customer service.	

Prepared by:	Date:
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