

Job Description and Person Specification

Job Description: Scrutiny Officer (Performance)

Grade	2 – Officers and Advisors
Reporting to	Scrutiny Manager
Working closely with	Director of Regulation and Accreditation, Scrutiny Managers, other Scrutiny Officers (Performance), staff within the regulatory bodies and other key external stakeholders.
Main purpose of the job	To lead the annual performance review process for one or two regulators, making assessments against the PSA's Standards of Good Regulation.
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is full-time, 37 hours per week. Due to the nature of the work, occasional attendance beyond the organisation's core working hours may be required. Hybrid working & flexi time is available.</p> <p>Occasional travel may be required.</p>
Key tasks and responsibilities	<p>To plan the annual review of one or two regulators, including identifying relevant evidence sources and methods for collecting these.</p> <p>To lead on the evidence gathering for the regulators, including leading audits and meetings with regulator staff. To contribute to audits of other regulators managed by colleagues.</p> <p>To complete the analysis of the regulators' performance based on the evidence gathered.</p> <p>To present recommendations on the outcome of</p>

a review to an internal panel of decision-makers.

To develop and manage relationships with senior staff within the regulators and other key external stakeholders

To develop a strong understanding of regulators' legislation, standards, guidance and processes.

To identify areas for improvement, and areas where regulators are working effectively, with a view to improving performance and sharing good practice.

To draft individual regulators' performance review reports, in accordance with set timescales, and to lead on subsequent discussions about the draft reports before they are finalised.

To lead on, and/or contribute to, wider work within the team and the PSA, including project and policy work, and responding to consultations relevant to the regulators.

and any other duties that can reasonably be assigned in relation to the grade of the post.

[See page 3 for the person specification.](#)

Person Specification: Scrutiny Officer (Performance)

	Essential	Desirable
Education, Qualifications and Training		
Special Skills / Knowledge	<p>Strong analytical skills and excellent attention to detail</p> <p>Ability to identify, collect and analyse relevant quantitative and qualitative information</p> <p>Ability to plan and lead an annual cycle of work to produce high quality outcomes within set deadlines</p> <p>Report-writing skills, as well as skills in writing in a concise and readable way</p> <p>Ability to develop and manage effective stakeholder relationships with peers, senior colleagues and external contacts</p> <p>The ability to work collaboratively and supportively within and across teams</p>	<p>Sound knowledge of issues affecting health and social care regulatory bodies</p>
Experience	<p>Experience of writing reports for internal and external audiences</p>	