

## Technical Writer Job Description

Job Title:	Technical Writer - Contract	Reporting to:	Quality Manager
Responsibilities:		Direct Reports:	None
Key Contacts:	SIAS team	Location:	Warrington
Date Created:	4/2/2020	Date Revised:	

### Job Purpose

This contract role has been created to support SIAS as it seeks Ofqual approval. The key areas that will drive the activity of role are twofold. Firstly, is the assessment of fitness for purpose of existing policy documentation and making necessary revisions and amendments, and/or creation where appropriate. Secondly, creating or repurposing the necessary documentation that accurately reflects the existing operational procedures and processes. The purpose of the role is to both create written procedure and policy documents and amend existing policy and procedure documents to support and evidence the SIAS application. It is key that all documentation is clear, concise and accurately reflects SIAS policy and procedure.

### Key Accountabilities

- Working closely with the SIAS team, particularly the Head of Operations and Quality Manager, the role will be responsive to the needs of the overarching Ofqual project plan.
- An important aspect of the role is to analyse existing policy documents and determine their appropriateness, and, editing and developing where necessary.
- The role will interpret the outputs from the Process Mapping Team and will produce concise and accurate documentation that reflects the activities of the business in a concise and meaningful way.
- Where appropriate identify opportunities to improve the efficiency and effectiveness of procedures and processes.
- Ensures that content is written appropriately, communicates instruction clearly, and understands the inter-relationship between documents and processes.
- Uses document control and technical writing quality checks and edits and rewrites documents as necessary.

### Key Performance Indicators

- Responsive accurate and timely production of all documentation
- Pro-active approach as part of the wider project team
- Sound analytical approach identifying and communicating opportunities and issues to the team
- Thorough and complete approach adopted across all aspects of the role
- Regular and complete updates of progress to the Quality Manager



### **Essential Knowledge Skills and Qualifications**

- Solid technical writing experience ideally within Ofqual or ISO9001 environment.
- Experience of drafting, reviewing and editing protocols.
- Experience in writing documents for regulatory submissions.
- Knowledge of quality and regulatory compliance requirements
- Experience within a project management team/environment
- Experience of writing within a controlled and regulated environment

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

