

Current Vacancy

Quality Assurance Supervisor

Job location

Worcester, Worcestershire

Salary

£24,000 per annum

Job type

9 month maternity cover (FTC)

About Liaison

Liaison saves the public sector real money in the key areas of finance and workforce management. We're passionate about what we do because we help lots of organisations to improve the way they spend their money – notably the NHS. Founded 30 years ago, we've come a long way since then. Today the company boasts a workforce of more than 250 people with a headquarters located in the historic city of Worcester, an office in Derby, along with many remote workers across the length and breadth of the UK.

The team

From Worcester we support our clients, where they lean on us for a variety of services. Liaison both monitor the clients' spending, as well as support the payroll and engagement of people services. Having grown considerably over the last three years we are keen to acquire the best talent who will be able to support our journey of growth and diversification.

The larger team itself is incredibly hard-working, yet relaxed and approachable, where they are based in a large open plan office. They are sociable and have been known to organise 'Come Dine With Me' evenings, Book Clubs and socialise outside of work.

The immediate team is close-knit, where they split work and cover each other where necessary.

Main responsibilities

The role is covering a period of maternity on a 9-month Fixed Term Contract. This Admin Supervisor position is at the heart of our Workforce Management division, where you will be supporting our technology platform, ensuring that it is working correctly.

You will be responsible for a team of Administrators who ensure that the processes through our bespoke systems are mapped correctly, conducting some UAT and regression testing, where they act as the user of the system.

As the Team Manager you will be motivate and inspire the team, delegating work according to the testing schedule. The schedule will be in accordance with system releases, which means that excellent time management in integral.

Alongside supervising the workload of the team on a day-to-day basis, you will conduct other managerial duties such as regular 121s, sprint meetings and appraisals.

Experience/qualifications needed

We are ideally looking for an individual with a good level of managerial skills and experience. The team consists of 6 other team members; therefore you must evidence demonstrable experience within a similar sized team. It is not integral to have done testing, however the ability to pick up this type of workload is important.

You must hold a natural aptitude for working methodically, with an excellent attention to detail and good organisational skills.

You must also hold a minimum of 5 GCSEs (or equivalent) A-C including Maths and English.

The successful candidate may have worked as an Office Manager, Administration Manager, Administration Supervisor, Administration Team Leader or Senior Co-ordinator.

Our system is bespoke, therefore exact experience is not essential, however demonstrable experience working in administration management with some leaning towards computer systems is vital.

Benefits of working for Liaison

Liaison believes that working life should be a happy and healthy one.

We offer all staff a wide variety of company benefits as well as the opportunity to get involved in a range of company organised events; from regular physical challenges all the way to bi-annual staff away days and social events - plus others too. Our wide range of staff benefits aim to have an impact on both home and working life for all staff, while at Liaison.

We offer:

- 23 days holiday initially, which increases year on year up to 28 days
- Private Healthcare for you and friends and family
- Childcare vouchers • Company days/social events
- Pension
- Life Assurance 4 x salary

Liaison promote progression and development, where it is common for people after a period of time to move between roles to strengthen their skills and experience. People are also promoted from within when recognised for their hard-work and relevant skills.

If you would like to be part of Liaison, please send your CV and a covering letter to

jobs@liaisonfs.com

where your application will be reviewed within 7 days