

## POSITION PROFILE

<b>Position:</b>	Quality Assurance Specialist	<b>Department:</b>	Quality Assurance
<b>Postholder:</b>		<b>Section:</b>	Operations
<b>Reports to (position):</b>	Regional QA Manager	<b>Location:</b>	AP
<b>Date of Issue:</b>	Feb 2026	<b>Prepared By / Approved By:</b>	LM/BM

### COMPANY OVERVIEW:

OPITO is committed to **strategic growth and diversification**, aiming to increase global adoption of its products and services to ensure continued provision of expertise and solutions to elevate safety, skills and competence across a global workforce in safety critical industries. Through **technology and innovation**, the organisation will develop pioneering solutions that leverage cutting-edge advancements. A focus on **data-driven intelligence** will enable OPITO to harness insights into global workforce and safety trends, ensuring informed decision-making. In alignment with **social value** principles and the UN Sustainable Development Goals, OPITO will enhance educational opportunities, promote inclusive career pathways, support economic growth, and drive industry innovation and infrastructure. Lastly, through **business effectiveness**, OPITO will implement targeted and measurable continuous improvement initiatives, ensuring operational excellence across all aspects of its operations.

### COMPANY OVERVIEW:

Operating for over 50 years, OPITO is an industry-owned organisation, headquartered in Aberdeen, Scotland. We drive consistency and safety compliance across global standards and qualifications, creating workforce development solutions. OPITO is a global leader in workforce safety, leading the skills focused dialogue with international governments as our industry prepares to meet Net Zero targets.

Each year, more than 500,000 people are trained to OPITO standards through one of over 240 OPITO approved centres operating across 50 countries globally.

With operational hubs in five key regions – UK and Europe, Middle East and Africa, Asia Pacific, the Americas and Brazil – OPITO drives safety and competency improvements across a diverse range of industries

### OUR VALUES

At OPITO, we are committed to fostering an inclusive, dynamic, and engaging workplace where individuals can bring their authentic selves to work. We value diversity, collaboration, and a spirited approach to our mission, believing that a strong team is built on mutual respect, passion, and a shared commitment to excellence.

Guided by our core values, we are steadfast in our commitment to:

- **Integrity** – Acting with honesty and responsibility in all that we do.
- **Collaboration** – Working together to achieve common goals and drive success.
- **Adaptability** – Embracing change to stay ahead in a dynamic environment.
- **Care** – Prioritising the well-being and growth of our team, partners, and industry.

At OPITO, we don't just talk about our values—we live by them, creating a workplace where passion, resilience, and a positive mindset thrive.

### PRIMARY FUNCTION:

To approve Centres and employing companies through initial audit and on-going monitoring audits against OPITO Standards and Approval Criteria.

### DIMENSIONS

#### Core Competencies / Technical Requirements

- Must be fluent in Mandarin and English
- Excellent interpersonal, facilitation and influencing skills
- Comprehensive understanding of the Organisation's key business drivers from both an operational and commercial perspective
- Excellent knowledge and understanding of the OPITO Approval Criteria and Standards
- Excellent understanding of competence management systems and their application within the oil and gas and wider energy industry
- Strong planning, budgeting, project management and organisational skills
- Detailed working knowledge of the emergency response legislation, regulations and standards
- Comprehensive understanding and experience of the Offshore Oil and Gas Industry
- Sound knowledge of management systems and processes
- Experience of managing and working with auditing processes
- Competence in the operation of the business and IT support systems used within the company, which are relevant to the scope of the position
- Appreciation of, and ability to articulate at all levels, the value of learning and skills strategies to enhance organisational performance
- Ability to plan projects and organise the work of self and others in achieving outcomes
- Excellent communication skills including listening
- Client focussed with a strong business awareness
- Ability to delegate effectively
- Strong influencing and negotiation skills
- Good team working skills
- IT literate with experience of MS Office

#### **Interfaces / Contacts**

##### **Internal**

- Regional QA Manager
- QA Specialist
- QA Co-ordinator
- QA Support

##### **External**

- Representatives of various Industrial Associations (e.g. Regional Employers Forums, Centres, Advisory Groups and Trade Associations)
- Government Bodies (e.g. HSE and International Government representatives)
- Trade Union bodies
- Employers
- Training, competency and management centres

#### **PRINCIPAL ACCOUNTABILITIES**

Working together to develop a safe and skilled energy workforce, by:

- Undertakes own duties with little or no supervision, contributing to own and team targets and objectives in line with delivering against stated business objectives in the annual business plan
- Responsible for overall planning of the activities associated to the role
- Developing and implementing auditing activities, ensuring close out of any subsequent remedial action
- Support the management of the annual monitoring audit schedule of approved companies

#### **Operational (Including Technical)**

Some or all of the following may be required:

- Providing technical advice and guidance to OPITO stakeholders (Training Providers & Employers)
- Contribute to pan industry meetings
- Attend Exhibitions and Conferences, as required
- Monitor and ensure the integrity of the auditing process
- Support and contribute to the technical development and maintenance of OPITO standards and Approval Criteria
- Ensure compliance with the OPITO QMS
- Contribute to ensure that OPITO Approval Criteria reflects best practice
- 

#### **Transactional (Relevant to Support Roles)**

- Ensure training is delivered consistently by all OPITO approved training providers to the requirements as laid out by the OPITO approval criteria and relevant OPITO standards through the process of QA and guidance
- QA compliance against OPITO Competence Management System and Training Provider Criteria and against OPITO Training and Competence Standards through the entire QA process, and for ensuring close out of any subsequent remedial actions.
- Responsible for monitoring and maintaining the integrity of the QA process.
- Promoting the value of learning and skills strategies to companies as a means to enhance organisational performance
- Providing feedback to the QA Manager on possible improvements to the OPITO Standards
- Contribute to the support and development of OPITO Business
- Attend and contribute to the Training Centre Advisory Group meetings, as required

### **Health & Safety / Quality Assurance**

Main functions may include some or all of the following:

- Assist the QA Manager to maintain the quality assurance of the OPITO Accreditation system against a robust and fully auditable process (approved by third party accreditation body)
- Ensures that OPITO QA Criteria is consistent with relevant HSE and legislative requirements
- Responsible for ensuring that the necessary corrective actions are taken when non-conformances have been identified
- Responsible for ensuring that training delivered by all OPITO approved centres is to the specified requirements of the standard and delivered in a safe environment
- Conduct Internal Auditor training as required
- Responsible for ensuring that all activities of the job role and supervised positions comply with applicable Health & Safety legislation, and that personnel under the job holder's responsibility are not subjected to situations of unacceptable risk, e.g. by updating travel risk assessments

### **People Management**

Main functions may include some or all of the following:

- This role demands that the incumbent will have the ability to work with minimal supervision and in an unsupervised capacity
- Effective liaison with quality and administrative functions to ensure the quality of service provided by administration support remains relevant to the QA process

### **Qualification, experience, and attributes (Objectively required to undertake the role)**

Some or all of the following may be required:

- Mandarin and English Speaker
- Lead Auditor Qualification
- NEBOSH General Certificate or recognised equivalent
- Competence Assessor Qualification
- Internal Verifier Qualification
- Train the Trainer Qualification or recognised equivalent
- Degree Education or Professional Qualification

### **Compliance:**

OPITO have a number of policies and guidance documents available to all staff (such as Bribery & Corruption and Conflict of Interest) which provides guidance and confidence to all of our team in their day to day roles as well as helping them to comply with the relevant laws and best practice at all times. All employees are reasonably expected to familiarise themselves with, and understand/comply with, at all times, these requirements.

**General:**

Main functions may include some or all of the following:

- Regular and frequent travel within the region and possibly other regions as required
- Undertakes special projects as appropriate and fulfils other duties as may reasonably be required by the company, in line with the incumbent's skills, knowledge, abilities and personal development opportunities
- Maintaining the company values and culture