

POSITION PROFILE

Position:	QA Support	Department:	Quality Assurance
Postholder:	TBC	Section:	Operations
Reports to (position):	QA Manager	Location:	MEA
Date of Issue:	Feb 2026	Prepared By / Approved By:	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 review and finalise desktop information and corrective action information in support of approval for new Centres and the network of existing OPITO approved Centres.

The primary function of the role will be to assess if the submitted information meets the requirements of the OPITO criteria and/or the non-compliance identified. A clear understanding of this criteria will be required along with the ability to communicate effectively both verbally and in writing.

DIMENSIONS

Core Competencies / Technical Requirements

- Understanding of the Organisation's key business drivers from both an operational and commercial perspective
- Knowledge and understanding of the OPITO QA Criteria and Standards
- Good planning and organisational skills
- Knowledge of the emergency response legislation, regulations and standards.
- Understanding of the Offshore Oil and Gas Industry
- Ability to organise the work of self in achieving outcomes
- Excellent communication skills including listening
- Client focussed
- 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

- Centres
- Employers

PRINCIPAL ACCOUNTABILITIES

Main functions may include some or all of the following:

- Undertakes own duties contributing to own and team targets and objectives in line with delivering against stated business objectives in the annual business plan
- Implementing auditing activities, ensuring close out of Corrective Actions and Desktops and any subsequent remedial actions.

Operational (Including Technical)

Main functions may include some or all of the following:

- Providing advice and guidance to OPITO stakeholders (Centres & Employers)
- Monitor and ensure the integrity of the Quality Assurance process
- Support and contribute to the technical development and maintenance of OPITO standards and QA Criteria
- Ensure compliance with the OPITO QMS
- Contribute to ensure that OPITO QA Criteria reflects best practice

Transactional (Relevant to Support Roles)

- Audit compliance against Centre Criteria and against OPITO Training and Competence Standards through the corrective action and desktop process, and for ensuring close out of any subsequent remedial actions.
- Responsible for monitoring and maintaining the integrity of the QA process.
- Providing feedback to the QA Manager on possible improvements to the OPITO Standards

- Contribute to the support and development of OPITO Business

Health & Safety / Quality Assurance

Main functions may include some or all of the following:

- Complying with relevant Company Health and Safety policies and procedures
- Managing and maintaining controlled documents relating to Industry Standards
- Ensuring all Standards related processes and procedures are complied with at all times
- Contributing to the annual review of Standards ISO related processes and procedures

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 on occasion 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:

- Degree Education or Professional Qualification (e.g. completed apprenticeship) is preferable but not essential
- Experience in Quality Assurance and/or Internal Auditing
- Ability to communicate effectively both verbally and in writing

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:

- [Regular and frequent travel within the region and 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