Assessor

The requirements for each level are cumulative

Maintain relevant technical expertise

To achieve this skill you should be able to explain and / or apply:

- The nature and significance of relevant regulatory issues to a standard commensurate with your qualifications and experience
- The need to keep your knowledge up to date and effective ways of doing this
- All staff will be expected to become accredited within a reasonable time frame dependent on their background and role in accordance with their trainee contract. Sound knowledge and understanding of a range of regulatory procedures relevant to your area of work
- A proficient understanding of related MHRA IT systems and packages relevant to your area of work
- The ability to assess a wide range of applications to ensure compliance with regulatory requirements in accordance with required timescales
- The ability to make consistent and technically sound judgements
- The basic ability to understand and comply with the statutory (and non-statutory where applicable) requirements of your current role

You should be able to provide examples of, for instance:

- Relevant qualification and registration with the appropriate professional body
- Evidence of meeting the requirements for revalidation and continuing professional development including awareness of professional obligations and gaining experience on the job as appropriate
- Applying the understanding of and demonstrating appropriate use of MHRA IT systems for business processes, effective assessment and record maintenance
- General knowledge and understanding of regulatory systems and processes in the UK and Europe
- Independently produced well-written, structured and technically sound reports and other documents
- Throughput and scope of work commensurate with knowledge and experience to meet targets
- Having complied with/explained the relevance of UK legislation or ethical/professional codes
- Working in accordance with appropriate quality assurance procedures

Understand the requirements of, and provide clear technical advice to, stakeholders

To achieve this skill you should be able to explain and / or apply:

- Who may be affected, either directly or indirectly, by the results of your work
- Technical advice which is easily understood by all relevant stakeholders, including limitations of the advice (e.g. in the absence of complete data)
- The ability to communicate key messages from analyses in clear and

You should be able to provide examples of, for instance:

- Providing reports specifically tailored to meet requirements of different stakeholders
- Explaining the significance of specialist scientific/medical issues
- Providing recommendations to relevant stakeholders and decision makers, based on results of analyses
- Providing technical advice to applicants on general or regulatory

concise lay terms for a variety of audiences, including managers

- Work practices to maintain appropriate relationships with internal/external stakeholders
- The ability to focus effort on anticipating and meeting the needs and expectations of customers

issues

 Taking responsibility for independently dealing with and providing an answer to customers' issues

Work cooperatively with others and be part of a team

To achieve this skill you should be able to explain and / or apply:

■ The importance of teamwork in the operation of the team and the division.

You should be able to provide examples of, for instance:

- Displaying willingness to learn from others, seeking new or different ideas and opportunities to learn appropriate to role
- Sharing information and knowledge and keeping other team members informed and up-to-date about what is happening in the team/group.
- Publicly crediting others who have performed well

Mark your self-assessment rating on the table below:

Ref	Description of PSG core/ specialist skills	Rating