# **Job title:** Quality Assurance, Safety and Facilities Manager

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| Main purpose |
| As Quality Assurance, Safety and Facilities Manager you will obtain the required quality of components for manufacturing and assembly of our products. You will also develop and maintain processes and procedures in compliance with ISO9001, ISO14001 and ISO45001 management system certifications. The role will require you to observe and implement the Company’s Quality, Health & Safety and Environmental policies and procedures. In addition this you will also, advise on the operation and help coordinate all maintenance activities required at the Manchester facility. |

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| Main duties |
| * Promote good practice related to procedural compliance and promote and encourage a comprehensive Quality, Health and Safety and Environmental Management culture within the Group.
* Ensure that the Group is compliant with current Quality, Health, Safety and Environment regulations and help to develop HRW’s own policies and procedures.
* Support the development of equipment design, production, test and quality assurance procedures to meet the requirements and business needs of the ET&I Group.
* Provide support for Quality, Occupational Health and Safety and Environmental management and training through liaison with the QHSE Manager and the Estates Management Team in Wallingford.
* Responsibility for contract management and co-ordination of local facilities and asset management service providers.

Quality & Environment* Liaison with third party certification bodies and provide assistance during audits by internal and external auditors.
* Co-ordinate facilities maintenance activities in liaison with the Facilities Manager at Howbery Park.
* Co-ordinate office management activities in liaison with the Office Manager at Kestrel House, Wallingford.
* Identify and report any statutory non-compliance within the Manchester facility to current regulations.
* Review our procurement process to ensure materials, component and product quality standards are met, including where necessary relevant key suppliers and specialist contractors, identifying non-conformance and opportunities for improvement.

Health & Safety* Co-ordinate any statutory facility improvements identified or general site services delivered by facility service providers or external contractors.
* Conduct regular site inspections and periodic fire alarm tests or building evacuation drills.
* Review risk assessments and safe systems of work as required in agreement with the QHSE Manager and ET&I Group Manager.
* Develop existing and implement new QHSE procedures as necessary and in agreement with the QHSE Manager and ET&I Group Manager.
* Delivery of in-house induction safety and quality briefings to new employees and contractors in Manchester.

Reporting* Attend regular briefings with the ET&I Group Manager, the QHSE Manager, the Engineering, Development and Production teams.
* Maintain action log of facility requirements.
* Advise on the provision of PPE in accordance with safety requirements.
* Maintain records of calibrated instruments, near misses, accidents and dangerous occurrences, non-conformances, corrective actions and opportunities for improvement on the Company’s QHSE management system.
* Attendance (virtual) at and report to the Health Safety and Welfare Committee meeting.
* Collect, analyse and report safety, quality and environmental information to assess progress on relevant company targets and objectives and to facilitate statutory reporting.
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| Group | ET&I (Manchester) |
| Reports to | Simon Tiedeman (Group Manager) |
| Responsible for | TBC |
| Date agreed | May 2025 |