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

|  |  |  |
| --- | --- | --- |
| **Qualifications and skills** | Essential | Desirable |
| Diploma; bachelor or master’s degree in a mechanical engineering or relevant engineering / science discipline; |  | X |

|  |  |  |
| --- | --- | --- |
| **Knowledge and experience** | Essential | Desirable |
| A substantial track record of quality assurance, safety or facilities management experience; | X |  |
| Experience in the application of ISO9001, ISO 14001 and ISO45001 certifications; | X |  |
| IOSH Managing Safely Certificate | X |  |
| National General Certificate in Occupational Health and Safety or be prepared to obtain this level of qualification through our company training plan; |  | X |
| IRCA/CQI Qualified ISO9001 Lead Auditor - with experience of 3rd party audits |  | X |
| Experience in the implementation of continuous improvement within cross-functional teams; | X |  |
| Have an up to date knowledge of existing and future improvements to changes in H&S legislation; |  | X |
| Experience of identifying future system improvements and managing to budget. |  | X |
| Experience in facilities and contract management |  | X |

|  |  |  |
| --- | --- | --- |
| **Personal attributes/behaviours** | Essential | Desirable |
| Excellent communications skills, written and verbal; | X |  |
| Strong organisational skills - Skilled in planning in the short and long term, and managing changing priorities showing an ability to make well informed decisions under pressure; | X |  |
| Ability to work independently, take the initiative, find solutions and proactively drive progress; | X |  |
| Resilient, highly motivated, with the ability to stay calm under pressure; | X |  |
| High levels of professional pride and attention to detail; | X |  |
| Confident and articulate with the credibility to persuade, influence and be diplomatic. | X |  |