

F63 (v1) Job Description Form

General Information

Job title:	Quality Systems Engineer
Reporting to:	Quality Manager
<p>General purpose:</p> <p>The main purpose of this role is to support the Quality Department’s functional objectives, implement and maintain a proactive business management system which details objectives and KPIs in line with company goals, ensuring that all regulatory requirements are met.</p>	
<p>Key deliverables:</p> <ul style="list-style-type: none"> • In conjunction with other functional representatives deliver the companies objectives to achieve ISO27001 and ISO45001 certification. • Help develop and implement company business management systems and self-sustaining processes covering the existing approvals to AS9120, ASA-100, FAA AC 00-56B and ISO14001. • In conjunction with the Quality Manager, maintain the business management system and liaise with senior management to report on performance, making recommendations for future improvements where necessary. • Perform internal audits in accordance with the published internal audit plan. • Identify areas of improvement and establish innovative or adjust existing work procedures and practices. <p><u>Assurance / Governance</u></p> <ul style="list-style-type: none"> • Control and maintenance of procedure manuals. • Periodically audit the control of procedures and forms. • Issue and control of internal business system documentation. • Carry out internal audits, ensuring that effective and verified corrective actions are in place where required and that operational processes accurately reflect regulatory / customer requirements. <p>N.B. This list is not exhaustive, and you may be required to perform other work-related tasks as and when required.</p>	
<p>Requirements – experience:</p> <ul style="list-style-type: none"> • Knowledge of ISO27001, AS9120, ISO14001, ISO45001 requirements (ASA-100 and FAA AC 00-56B advantageous) • Experience of implementation and certification to ISO standards. • Background of working in an environment where attention to detail is important. • Computer literate (competent in Microsoft Office packages) • Internal auditor trained with Auditing skills, organisation and forward planning abilities. • Experience in a Quality Systems Engineer role. Within an aerospace or safety critical environment preferred 	
<p>Requirements – qualifications</p> <ul style="list-style-type: none"> • Numeracy and literacy skills • Excellent written skills 	

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- Excellent working knowledge of business management systems.
- Proven ability to positively communicate with colleagues and outside agencies in order to form and maintain good working relationships.
- Strong written and spoken communication skills together with a positive attitude; demonstrated in all correspondence (telephone, face-to-face and e-mail)
- Excellent time management and organisational skills
- Ability to work on own initiative