**Role title: Co-Ordinator (QA)**

**Responsibility:**

Provide support for the effective and efficient management of the Morgan Sindall Property Services IMS system.

Co-ordinate IMS documentation and associated information on the company intranet,

SharePoint site and MS Office applications.

Assist with timely changes to documentation.

Assist with producing regular reports.

Ensure all changes are communicated.

Assist with induction training for staff on policies, procedures, values and actively promote awareness of the importance of the IMS Standards.

Co-ordinate and assist with the completion of internal and external audits.

Monitor IMS policies and assist with keeping them up to date.

Maintain and develop relevant IMS control procedures in accordance with all current and future certification.

Co-ordinate with the various departments in regards to IMS, maintaining and adding to certification as required.

**Reporting To: Head of Programme Management & Business Systems**

**Purpose:**

The post holder will be responsible for supporting the continual development, review, implementation, maintenance, compliance, reporting and co-ordination of the Morgan Sindall Property Services IMS in line with the accredited management systems, assisting with auditing, training and promotion of the system, processes, policies and procedures.

**Personal Specification:**

You will have excellent interpersonal skills and be capable of building and maintaining effective interaction with all internal and external stakeholders.

You must be enthusiastic and be able to work on your own initiative to ensure best practice prevails.

You must be able to prioritize and be well organised.

You will be computer literate and knowledgeable in MS Office applications.

Able to quickly learn and demonstrate an understanding of our HS&E strategy and management system.

Be prepared to travel away from and work away from home as required.