Role definition

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: | Quality Engineer | | |
| Reports to: | Quality Manager (Joe Maguire) | | |
| Direct reports: | N/A | | |
| Business unit: | BakerHicks Limited | Location: | Warwick |

Summary

|  |
| --- |
| Quality Engineer based at Warwick Technology Park |

Key objectives

|  |
| --- |
| Support and guide project teams with Quality Related initiation activities  Boost compliance with Integrated Management System (IMS)  Identify improvement opportunities and assist with improvement of the IMS |
| Undertand project / sector / client Quality requirements and Provide Quality Management support to external parties |

Principal responsibilities and accountabilities

|  |
| --- |
|  |
| Management of Internal Audit Schedule  Management of Quality Action tracker (updating records, requesting updates, confirming corrections and corrective / preventative actions, closing out actions)  Logging, processing feedback and improvement requests  Providing project compliance support and producing and/or reviewing Quality Plans & Project Execution Plans |

Person specification

Qualifications and training

|  |
| --- |
| * A Levels (including Business Studies, and / or ICT / IT) * IRCA Internal / Lead Auditor * (Prefferable) Lean Six Sigma (Green / Yellow belt) * (Prefferable) B.S. degree in in Engineering or related technical field |

Technical skills and experience

|  |
| --- |
| Experience with the application of ISO 9001 within Design and Engineering organisation  (Prefferable) Application of ISO9001:2015 within a multi disciplinary project based organisation  Knowledge of basic Project Management principals  3 years experience of Internal Auditing (Including planning, execution, record keeping, tracking and close out)  Organising and chairing lessons learnt / improvement events  Experience of root cause analysis  Experience of 2nd Party audit and supply chain management (cascade of requirements and examination of compliance)  **Software skills:**  Good level of knowledge and experience with MS Word, Excel, Visio, Powerpoint & Outlook    **Key Skills:**   * Organisation * Problem-solving * Attention to detail * Oral and written communication * Managing projects * Being client focused * Being analytical and creative * Presentation * Being thorough and professional * Meeting deadlines and multitasking * Managing stressful situations   **Security Clearance:**  Able to attain BPSS / SC clearance |

|  |  |  |
| --- | --- | --- |
| NAME | DATE | SIGNED |
| NAME: Joe Maguire | 11/06/2018 |  |
| NAME: |  |  |