Role definition

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

Summary

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| Quality Engineer based at Warwick Technology Park |

Key objectives

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

Principal responsibilities and accountabilities

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

Person specification

Qualifications and training

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

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| Experience with the application of ISO 9001 within Design and Engineering organisation(Preferable) Application of ISO9001:2015 within a multi-disciplinary project based organisationKnowledge of basic Project Management principals3 years’ experience of Internal Auditing (Including planning, execution, record keeping, tracking and close out)Organising and chairing lessons learnt / improvement eventsExperience of root cause analysisExperience 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 |

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