

Job Description

Job Title: Quality Engineer
Reporting: QHSE Manager
Department: Quality
Location: Primarily West Bromwich office with regular visits to Newry and Maidstone offices. Regular visits to suppliers premises in UK and to UK project sites with occasional visits to overseas supplier premises. The job will require regular travel with possible overnight stays away from home.

SUMMARY

Responsible for ensuring processes of the Quality Management or related systems are maintained to meet company objectives and which comply with ISO 9001 and company Business Management Systems (BMS). Ensure departmental managers are supported so all products are manufactured in accordance with Jacopa and customer specifications.

Completes assigned activities under the direction of the QHSE Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Liaise and as required take lead for Jacopa with certification bodies, other external organisations, customers and other interested parties on all matters related to quality management systems including IMS.
2. As required take the company lead on preparation and audit work for accreditation to required standards
3. Assist QHSE Manager with responsibilities in relation to Health Safety & Environment.
4. Assist QHSE Manager in maintaining/updating the company's BMS system as required.
5. Work regularly and consistently with the different company departments and locations to ensure BMS is applied consistently.
6. Maintain quality objectives, review all data obtained during quality control and quality assurance activities to ensure consistency with ISO standards and company policies and procedures, including raising, investigating and closing out Non Conformities (internal and external) and Data Feedbacks.
7. Prepare a monthly report for quality performance and issues, including KPI reporting
8. Support the company on all technical and engineering matters concerning quality; as required assist investigation and resolution of quality issues and associated commercial matters.
9. As required update management team on quality and lean practices that have potential to improve performance of the company
10. Be physically present at locations summarized above on a regular basis.
11. Performs all work in accordance with established safety procedures.
12. Other duties may be assigned as required.

OTHER DUTIES AND RESPONSIBILITIES include the following;

1. Carry out all job functions in compliance with ISO 9001 and Jacopa quality requirements.
2. Provide assistance where necessary in terms of HS & E management.
3. Work with Operational Managers to organize and deliver internal audit programme and associated Database, with support from operational auditors
4. Carry out assessments, audits and Factory Acceptance Tests at supplier's premises in compliance with contractual requirements and produce detailed report of findings.
5. Liaise closely and co-operate with all departments, to ensure contracts meet the contractual requirement of the customer and Jacopa.
6. Support the company to complete customer and supplier qualification questionnaires
7. Complete all Quality Assurance requirements when requested.
8. Liaise closely with both customers and suppliers.

9. Liaise with Procurement Manager during initial supplier assessment (which may be at customer sites) and approval
10. Organize training and awareness in quality matters for employees of the company
11. Progressively develop skills, knowledge and experience in implementing and maintaining health & safety and environmental management systems.

LEADERSHIP/SUPERVISORY RESPONSIBILITIES

Work towards leadership and supervisory responsibilities, indirectly influence the company's organization to be customer, quality and lean focused.

EDUCATION AND EXPERIENCE

Essential:

Engineering qualification HNC or above

Experience of applying practices of the latest ISO 9001 standard and other technical, engineering and procedural techniques and standards including measuring and testing methods which are directly applicable to the water or in a related industry and the products and equipment of the company.

Academic qualifications/ practical experience of Quality management systems and job function related knowledge and skills

COMMUNICATION SKILLS

Ability to read, analyze, and interpret complex industry related documents;

Ability to present and communicate clearly and succinctly;

Ability to resolve complaints and respond to sensitive enquiries effectively;

Ability to understand English, at advanced level, via written and verbal communication.

INDEPENDENT JUDGMENT, DECISION MAKING & PROBLEM SOLVING:

Ability to make decisions requiring the use of a variety of variables in standard situations.

Apply a commercial dimension to judgments and decisions.

OTHER SKILLS AND ABILITIES

Leadership: Ability to establish relationships within and outside the company at all levels to set and deliver plans to develop a quality focused organisation

Computer Skills: Experienced in Word, Excel, PowerPoint, and industry standard application programs

Mathematical Skills: Ability to understand and apply mathematical concepts.

Travel: Travel both U.K. and internationally as required.

Other:

- Knowledge of Jacopa and market specific products and associated equipment;
- Knowledge of production, manufacturing, inventory control, and professional standards.
- Demonstrated interpersonal and customer relations skills.
- Working knowledge of government and industry quality codes and standards.
- Knowledge of HSE elements and basic understanding of HSE management.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This role will involve regular visits to construction and operational sites and other premises and will involve climbing ladders, working at height, working in confined spaces and work in / around other hazardous conditions. Some light to moderate lifting may also be required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; the noise level in the normal office work environment is usually moderate.

Date Prepared

February 2018

Approved by Line Manager

Date

Signed by Employee

Date