

## Job Description

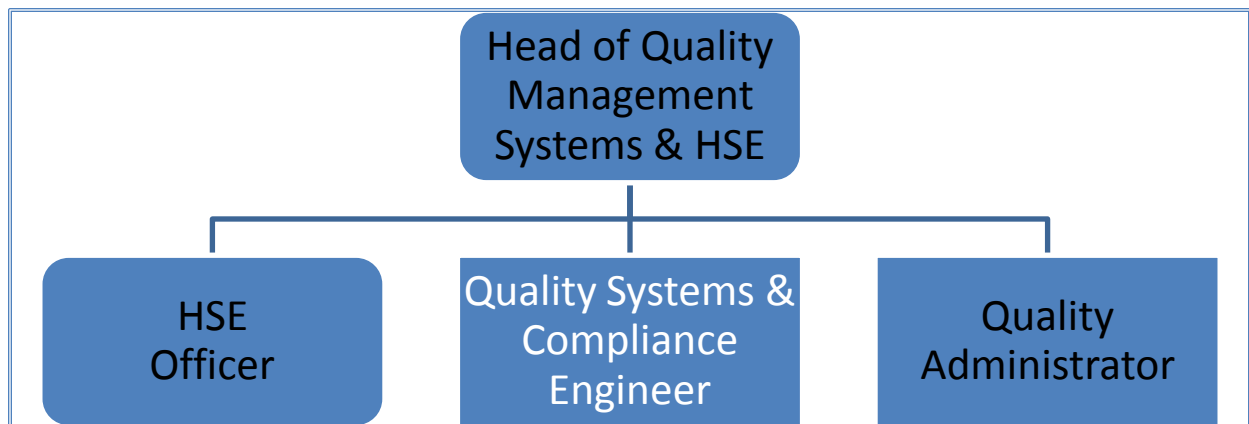
**Job Title:** Quality Systems & Compliance Engineer

**Reports to:** Head of Quality Management Systems & HSE

**Direct reports:** None

**Budgetary Responsibility:** None

### Organogram:



### Purpose of the Job:

To document, implement and improve the quality processes and techniques required to formulate the Quality Management System (QMS) of Ceres Power, designed to support the business needs and comply with external standards, regulations and guidance documents.

### Key Accountabilities:

#### QMS

- Design, implementation and continuous improvement of documented policies, procedures, work instructions, process models, forms and supporting documentation, as part of the company wide quality management system.
- Training of Ceres Power employees in Quality systems, tools and techniques.
- Facilitation of Quality system development teams.
- Liaison with all departments of Ceres Power in the development and improvement of all aspects of the QMS.
- Identification of key aspects of ISO TS 16949 required to enhance the effectiveness of the ISO9001 QMS.

- Support the development of Quality and HSE management systems towards an integrated Ceres Power business management system.
- Identification of external QMS requirements and ensuring internal processes comply with these requirements.

#### Audits

- Planning and co-ordination of the internal auditing system compliant with ISO9001, including Auditor training, audit planning, reporting, and corrective action follow up.
- Carry out internal audits of the QMS to improve and support the audit system as required.
- Facilitate and support external audits by accreditation bodies and relevant authorities.

#### Training.

- Design and deliver training to all functions in the requirements of the QMS, standards and quality tools.
- Provide technical advice regarding compliance with relevant quality standards and quality tools to all departments.

#### Reporting

- Provide accurate and timely reports on results of external audits, quality performance metrics, corrective actions, non conformities and incidents.
- Co ordinate and support the collating and reporting of quality information for management review.

#### Problem Solving

- Participate in team problem solving and continuous improvement activities across all business functions.

#### IT

- Ensure all aspects of QMS software and data are fully integrated with company wide IT systems by consideration of user requirements and software linkages.

#### Compliance

- Review external compliance issues, and ensure internal processes support ongoing adherence.

#### **Key Results Areas:**

- Full compliance of the QMS to all internal and external standards.
- Fully mapped and documented QMS for Ceres Power.
- Elimination of repeat non conformities within the QMS.
- An improving trend in Quality performance metrics.
- Continuous improvement in the working knowledge of all departments in matters relating to Quality Assurance and Quality Control.
- All employees of Ceres Power are consistently aware of the company's quality performance in terms of systems compliance and improvement initiatives.
- Fully compliant internal audit schedule.

**Knowledge, Skills and Experience Required:**

- Substantial knowledge and experience of implementing and working to Quality Management Systems based upon ISO 9001.
- Qualified Internal Auditor to ISO9001.
- Knowledge of core quality tools such as PPAP, FMEA, SPC, MSA and problem solving methods including 8D, 5 Why, IS - IS NOT and Cause & Effect.
- Strong skills and knowledge of IT and Microsoft Office products.
- Document authoring skills in an engineering/technical environment.
- Experience of Technical/Engineering environments.
- Experienced in reading technical drawings and specifications.

**Desirable:**

- Knowledge and experience of associated management systems such as ISO 14001 and OHSAS 18001.
- Knowledge of 6 Sigma methodologies preferably qualified to green belt level.
- Qualified Lead Auditor to ISO9001.
- HNC or equivalent in an Engineering discipline.
- Working knowledge of ISO TS 16949 quality management systems and audits.
- Knowledge of SharePoint, process mapping software and databases.

**Internal & External Relationships:**Key Internal Relationships

- Senior Managers, Project Managers, Engineers and Team Leaders.

Key External Relationships

- Customer Representatives, Accreditation and Regulatory Body Representatives.

**Remuneration**

The ideal candidate will receive a competitive salary, together with a benefits package including excellent contributory pension, cycle to work scheme, life insurance, childcare voucher and share save scheme.

**To apply**

Please send a full CV detailing relevant experience together with details of current remuneration package to: [recruitment@cerespower.com](mailto:recruitment@cerespower.com) or Ceres Power Ltd, Unit 18 Denvale Trade Park, Haslett Avenue East, Crawley, West Sussex, RH10 1SS [www.cerespower.com](http://www.cerespower.com)