

Job Overview:

QA Advisor

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| Job Title: QA Advisor | Location: King's Cross London, plus regional sites | Company: Gratte Brothers Group (GBG) |
| Reporting to: HSEQ Group Director/Group Quality Manager | | |

Job Purpose:

The QA Advisor's key function is to support the Group Quality Manager in ensuring effective delivery of operational performance via dedicated on-site presence. This will predominantly be achieved via the development, implementation and monitoring of relevant associated QA/QC processes to contribute to the continual improvement of our management systems. The candidate will be expected to be a Quality Ambassador, to help raise awareness of the importance of Quality on site and will help ensure efficiencies are exploited to facilitate process integration to the benefit of the Group. The role will be primarily site-based, with regular visits to our London Head Office or regional offices as required.

Key Areas of Responsibility:

- Performing regular inspections, both technical and management system biased, on operational sites and contracts across the operating entities.
- Conducting internal audits with a primary focus on operational processes.
- Investigate and manage non-conformances, implementing corrections and/or corrective actions as necessary to avoid recurrence.
- Implement improvements with a risk-based approach.
- Provide support on quality issues to relevant areas of the business.
- Communicating and collaborating with other team members to ensure holistic compliance to HSEQ standards.
- Support and embed the spirit of excellence through a proactive approach to QA/QC methodologies.
- Maintain a positive and solution-oriented approach to work, providing open and honest feedback.
- Assisting with the production and preparation of suitable QA/QC procedures and/or policies for operational excellence.
- Implementing the relevant QA/QC procedures to the extent necessary.
- Ensure your own continuous professional development by participating in external networking/conferences/associations/groups, to stay current on industry changes and innovations.
- Support Group Quality Manager in the resolution of findings and corrective actions.

- Deputise for the Group Quality Manager at relevant meetings/appointments as required.
- Any other duties relating to the business as instructed by the HSEQ Director and/or line manager.

*This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.*

Knowledge & Experience:

Essential:

- Good understanding of management systems and/or one or all standards that make up the Group IMS (9001; 14001; 45001; 27001).
- Awareness of relevant legislation and understanding of how processes need to function within the boundaries of compliance.
- Good knowledge of Microsoft based software applications, particularly Outlook, Excel and Word.

Beneficial:

- Technical background and the ability to confidently assess applied methodologies for compliance.
- Good understanding of document control/QA processes (including filing and numbering conventions).
- Experience of working within the building services/construction/engineering industry in a QA/QC based role.

Attributes & Skills:

- Excellent time management and the ability to prioritise work.
- Attention to detail and problem-solving.
- Excellent written and verbal communication.
- Strong organisational skills with the ability to multi-task.
- Able to follow-up on outstanding actions through own initiative.
- High level of numeracy.

Qualifications:

Essential:

- GCSE level (or equivalent) as minimum.
- Member of relevant professional body (i.e. CQI/IRCA, etc).
- Internal Auditor qualification on at least one of the IMS standards (9001; 14001; 45001; 27001).

Beneficial:

- Entry-level process orientated training i.e. IOSH; IEMA; etc.