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| **Organisational setup** |
| - Location:- Department:- Reporting line:- Reports: | Briggs of Burton plc, Burton-on-TrentQualityQuality Systems CoordinatorHead of Quality |
| **Job Focus** |
| We are seeking a meticulous and organized Quality Systems Coordinator to support our ISO 9001 Quality Management System (QMS) within our Engineering, Procurement, and Construction (EPC) business. The ideal candidate will be responsible for maintaining and improving our QMS, ensuring compliance with ISO 9001 standards, and facilitating internal and external audits across our EPC project lifecycle. This role involves managing documentation, conducting training, and supporting continuous improvement initiatives within a dynamic project-driven environment. |
| **Main tasks & responsibilities** |
| * **ISO 9001 QMS Maintenance for EPC Projects:**
	+ Maintain and update the company’s ISO 9001 QMS documentation, including policies, procedures, work instructions, and forms, specific to EPC project execution.
	+ Ensure all documentation is accurate, current, and accessible to relevant project personnel.
	+ Manage the document control system, including document creation, revision, approval, and distribution for project related documentation.
	+ Ensure that project specific Quality plans are maintained in accordance to the overall QMS.
* **Internal Audits for EPC Projects:**
	+ Plan, schedule, and conduct internal quality audits across all phases of EPC projects to assess compliance with ISO 9001 requirements and company procedures.
	+ Prepare audit reports and follow up on corrective and preventive actions, ensuring they are implemented effectively on project sites.
	+ Track and monitor the effectiveness of corrective actions relating to project work.
* **External Audits for EPC Projects:**
	+ Assist in the preparation and coordination of external ISO 9001 audits, including those conducted on project sites.
	+ Provide support during external audits and ensure timely responses to audit findings related to project implementation.
* **Training and Awareness for EPC Personnel:**
	+ Develop and deliver ISO 9001 training programs to employees involved in EPC projects, including site personnel.
	+ Promote quality awareness and understanding of ISO 9001 requirements throughout the EPC project teams.
* **Non-Conformance and Corrective Action for EPC Projects:**
	+ Manage the non-conformance and corrective action system, ensuring timely identification, investigation, and resolution of quality issues arising from EPC project activities.
	+ Analyse non-conformance data and identify trends to drive continuous improvement within project execution.
* **Data Analysis and Reporting for EPC Projects:**
	+ Collect and analyse quality data from EPC projects to monitor QMS performance and identify areas for improvement.
	+ Prepare quality reports and present findings to project management and senior leadership.
* **Continuous Improvement for EPC Processes:**
	+ Participate in continuous improvement initiatives to enhance the effectiveness of the QMS within EPC project execution.
	+ Identify and recommend process improvements to optimize quality and efficiency in project delivery.
* **Supplier Quality for EPC Projects:**
	+ Assist in supplier audits and evaluations, ensuring supplier compliance to quality requirements for project materials and services.
	+ Maintain supplier quality records related to project procurement.
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| **Desired Knowledge & Experience** |
| Professional experience: * Proven experience in maintaining and implementing ISO 9001 QMS, preferably within an EPC or project-based environment.
* Strong understanding of ISO 9001 standards and requirements.
* Excellent documentation and record-keeping skills, with a focus on project-related documentation.
* Proficiency in conducting internal audits, including those on project sites.
* Prefered. ISO 9001 Lead Auditor certification.
* ISO 9001: 2015 Internal Auditor certification
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| **Technical skills:*** Strong analytical and problem-solving skills.
* Excellent communication and interpersonal skills, with the ability to interact with diverse project teams.
* Ability to work independently and as part of a team in a dynamic project environment.
* Proficient in Microsoft Office Suite.
* Experience with document control software is a plus.
* Knowledge of EPC project lifecycles and processes is highly desirable.
* Strong attention to detail and ability to work independently and as part of a team.
* Ability to present data effectively
* Good communication and active listening skills
* Tenacity to investigate to establish the true root cause and implement an effective corrective action to prevent reoccurrence
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| **Required competencies & behaviour** |
| * Functional excellence.
* Role model for Briggs culture.
* Result driven, confident and dynamic personality.
* Self-motivated with ability to work on their own or part of a team.
* Strong attention to detail.
* Ability to harmonise with, and proactively support, existing teams.
* Excellent communication skills.
* Convincing, persuasion and influencing
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| **Remarks:** |
| Position is a category A employee. |