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| Job Title | Quality Co-ordinator |
| Business Unit/Division | Infrastructure Quality Team (MOH-GEN) / |
| Location | Socotec UK, South England  Main Operational offices: Uckfield, Dartford, Uxbridge  Other offices: Coventry and Stockton-on-Tees |
| Reports to: | Quality and Training Manager Infrastructure |
| Role Information | * The Quality Co-ordinator will be home based and cover the quality requirements for Infrastructure as directed * Requirement to travel to UK offices and sites |
| Purpose | * To support the quality management requirements in accordance with ISO 9001, UKAS/ISO17025, RISQS and FORS and business needs for the Infrastructure Division of SOCOTEC UK as directed * Leading internal audits and process improvements |
| General  Responsibilities: | * Responsible for assisting with Quality Assurance compliance of the Infrastructure Division (Monitoring, Foundations and Ground Investigation (South) Business Units and as directed) |
| Specific  Duties | * Monitoring operational activities to assist in ensuring compliance with the Management Systems to support ISO 17025:2017 and ISO 9001:2015 within the specified parts of SOCOTEC UK * Undertaking management system audits, technical audits * Assisting with extensions to scope (ISO9001 and ISO17025) * Management and conducting investigations into customer complaints * Handling external audits as required (e.g. UKAS and ISO9001) and supporting Group wide quality audits (e.g. RISQS and FORS) * Preparation and organisation of Management Reviews * Assist with the corrective/preventative action programme * Management and tracking of NCRs * Management of document control for areas covered * Maintenance of appropriate KPI(s) for Quality performance * Continuous improvement |
| Objectives | * Maintenance of Divisional quality accreditation and certification * Promote Quality, ‘Operational Excellence’ to enable SOCOTEC UKs strategic 2024-28 growth plan * Meeting Group Quality KPIs for Division |
| Qualifications | * Min 4 GCSE grade 4 or better or equivalent including at least one science subject or relevant training plus experience |
| Competencies | * Experience or knowledge of internal quality audits * Experience of external audits * Experience of monitoring compliance with ISO9001 and/or IS017025 * Experience of quality compliance in construction industry |
| Desirable | * Experience of at least one of the following: Civil and Infrastructure Projects, Structural Investigation, Surveys, Geotechnical Monitoring or Foundations testing. |
| Training  SOCOTEC UK Limited  Registered Office: SOCOTEC House, Bretby Business Park, Ashby Road, Burton upon Trent, DE15 0YZ  Incorporated in England : 02880501  **www.socotec.co.uk** | * SOCOTEC Online Health & Safety Training modules - paid for by the company * SOCOTEC Online HR Policies Awareness modules - paid for by the company * QMS familiarization (internal training) |