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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, UxbridgeOther 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
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| 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
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| GeneralResponsibilities: | * Responsible for assisting with Quality Assurance compliance of the Infrastructure Division (Monitoring, Foundations and Ground Investigation (South) Business Units and as directed)
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| 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
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| 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
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| Qualifications | * Min 4 GCSE grade 4 or better or equivalent including at least one science subject or relevant training plus experience
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| 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
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| Desirable | * Experience of at least one of the following: Civil and Infrastructure Projects, Structural Investigation, Surveys, Geotechnical Monitoring or Foundations testing.
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| TrainingSOCOTEC UK Limited Registered Office: SOCOTEC House, Bretby Business Park, Ashby Road, Burton upon Trent, DE15 0YZIncorporated 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)
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