

Quality Assurance Advisor

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Company: Arcus FM

Location: United Kingdom

Category: other-general

Overview Arcus FM are looking to recruit a Quality Assurance Advisor who will be accountable for implementing and improving the Group Integrated Management System, applicable certifications, and registrations through the audit function, providing assurance, governance and process improvement to operational and support teams. Responsible for maintaining the internal audit programme. Responsibilities In this role, you will assist the Quality Assurance Manager in the implementation and management of certifications, accreditations and registrations required to support the operation and growth of the business. Other responsibilities will include; Through audit and engagement, deliver the Group Integrated Management System (IMS) strategy Build and maintain strong relationships with relevant certification and registration bodies Assist with the collection of information for RFIs and the timely submission Responsible for maintaining and hosting external audit activities and an active participant in the resolution of audit findings Responsible for undertaking internal auditing as defined by the Audit Programmes to facilitate monitoring of company performance Develop strong relationships with key stakeholders Responsible for rebranding of documentation and maintain quality control over company documents Responsible for the maintenance and upload of documents to the company libraries Develop and support the HSQE objectives and strategy in conjunction with the Quality Assurance Manager Keep up to date with current applicable legislation, best practice and CPD Develop and drive continual process improvement within HSQE, Operational and Support teams Deliver and augment improvement by developing workflows and process documentation Qualifications The successful candidate will have a demonstrable track record

in auditing and quality management, investigations, and data management. Ideally, you'll also have knowledge of the wider HSEQ environment. Other requirements include; Knowledge of ISO standards, in particular ISO 9001:2015, ISO 14001:2015, 45001:2018, ISO 22301:2019, ISO 27001:2022 (desirable) Excellent knowledge of auditing management systems with recognised auditing qualification e.g. IRCA, BSI. (desirable) Practitioner member of Chartered Quality Institute CQI (desirable) Qualification in process improvement (desirable) Experience of a working in a multi-client environment An understanding of current HSQE Regulation for England, Wales, Scotland and N Ireland Able to work in a fast paced and challenging environment Experience of internal and external audits Experience in working to ISO standards Experience of creating and maintaining policies and procedures Can define, influence, and deliver strategy in conjunction with the business direction and context (desirable) When you join us, you'll receive: Salary: Circa £38,000 dependent on experience. Car allowance (£3,596) 4% bonus scheme, subject to achievement of targets. 25 days annual leave + Bank Holidays Generous contributory pension scheme of matched contributions between 5% and 6% max. Life Assurance Learning and Development Opportunitites Funded Training Sponsorship Scheme Health cash plan At Arcus we are passionate about individual development which is why we are proud to offer industry leading Learning & Development opportunities to all our staff across our organisation Don't miss out on this great opportunity, apply today by clicking on the 'apply' button. Requisition ID 2024-5421 In this role, you will assist the Quality Assurance Manager in the implementation and management of certifications, accreditations and registrations required to support the operation and growth of the business. Other responsibilities will include; Through audit and engagement, deliver the Group Integrated Management System (IMS) strategy Build and maintain strong relationships with relevant certification and registration bodies Assist with the collection of information for RFIs and the timely submission Responsible for maintaining and hosting external audit activities and an active participant in the resolution of audit findings Responsible for undertaking internal auditing as defined by the Audit Programmes to facilitate monitoring of company performance Develop strong relationships with key stakeholders Responsible for rebranding of documentation and maintain quality control over company documents Responsible for the maintenance and upload of documents to the company libraries Develop and support the HSQE objectives and strategy in conjunction with the Quality Assurance Manager Keep up to date with current applicable legislation, best practice and CPD Develop and drive continual

process improvement within HSQE, Operational and Support teams Deliver and augment improvement by developing workflows and process documentation The successful candidate will have a demonstrable track record in auditing and quality management, investigations, and data management. Ideally, you'll also have knowledge of the wider HSEQ environment. Other requirements include; Knowledge of ISO standards, in particular ISO 9001:2015, ISO 14001:2015, 45001:2018, ISO 22301:2019, ISO 27001:2022 (desirable) Excellent knowledge of auditing management systems with recognised auditing qualification e.g. IRCA, BSI. (desirable) Practitioner member of Chartered Quality Institute CQI (desirable) Qualification in process improvement (desirable) Experience of a working in a multi-client environment An understanding of current HSQE Regulation for England, Wales, Scotland and N Ireland Able to work in a fast paced and challenging environment Experience of internal and external audits Experience in working to ISO standards Experience of creating and maintaining policies and procedures Can define, influence, and deliver strategy in conjunction with the business direction and context (desirable) When you join us, you'll receive: Salary: Circa £38,000 dependent on experience. Car allowance (£3,596) 4% bonus scheme, subject to achievement of targets. 25 days annual leave + Bank Holidays Generous contributory pension scheme of matched contributions between 5% and 6% max. Life Assurance Learning and Development Opportunites Funded Training Sponsorship Scheme Health cash plan At Arcus we are passionate about individual development which is why we are proud to offer industry leading Learning & Development opportunities to all our staff across our organisation Don't miss out on this great opportunity, apply today by clicking on the 'apply' button.

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