Quality & Information Security Lead

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Company: Bell Integration - Driving Digital Transformation

Location: England

Category: other-general

OverviewThe Quality and Information Security Audit Lead operates within the Bell SI business and is responsible for ensuring Bell's compliance to ISO 9001 and 27001 by organising and performing internal audits and representing Bell at external audits.Must be able to travel to either Portsmouth or Wokingham on a regular basis. The majority of this role will be remote.The RoleResponsibilities:Responsible for fulfilling assigned internal audits across the business to ensure that our management systems and operations are compliant to the ISO9001 and 27001 standards, documenting all findings and following up on corrective actions with the relevant owners.Day-to-day management of two Internal Auditors (primarily focused on quality and information security).Identify and capture quality, information security and operational risks for potential inclusion on the risk register along with monitoring associated mitigation treatments as required.Establish and maintain IMS team process documentation, liaising with the rest of the IMS team as required.Collate and present data for the quarterly ISO Management Review with the Bell Executive Team.Represent the quality and information security audit function during external audits with certification bodies, customers or suppliers.Support the Policy Compliance and Security Manager in reviewing and updating Internal IT policies and procedures to ensure they are compliant with ISO 27001 and are appropriate for business and customer requirements.Support the Head of Audit and Compliance in achieving adherence or certification to other standards e.g. ISO 22301 business continuity (as directed by Bell Executive Team) by researching requirements, performing gap analyses and implementing management systems.Maintain a knowledge of any amendments or changes to ISO 9001 and ISO 27001 which may affect company

certification.Qualifications:Lead Auditor qualification (ISO9001 and/or 27001) or five years' equivalent experience of driving ISO certification compliance.Line management experience.Skills:Excellent communication and interpersonal skillsExcellent skills in report writing and process and procedural documentation.Strong analytical skills.Behaviours:Strong time-management capabilities and used to balancing conflicting priorities.Able to develop and grow effective relationships with all departments within Bell SI, particularly with the Internal IT function.Ability to work independently.Calm and confident when presenting to customers, suppliers, external auditors or senior management.Comfortable working as part of a dispersed teamWhy Join BellWe prioritise internal development opportunities and offer access to our Udemy training platformCompetitive SalaryFlexible remote working and a supportive environment for varying personal circumstancesA diverse and inclusive work cultureModern vibrant workplacesCompany pensionPrivate healthcare/dental careCycle to work schemeAnd much more!Protecting your privacy and the security of your data is a longstanding top priority for Bell Integration. Please consult our Privacy Notice (click here) to know more about how we collect, use and transfer the personal data of our candidates.

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