

## Technical Officer

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Company: Bureau Veritas Group

Location: United Kingdom

Category: business-and-financial-operations

**Job Title: Technical Officer - Mat cover**

**Location: Homebased with travel to client site**

**Package : circa £45kpa + £4,250 car allowance + excellent benefits and rewards package**

**Role Purpose:** Review technical documents in support of certification recommendations for our auditors, ensuring these meet the accreditation and BV certification management systems (CMS) requirements and make technical decisions on certificates issuance. Provide advice and support to the business on the use and apply the CMS requirements.

Identification and resolution of technical queries and to ensure that these are investigated and resolved with the relevant stakeholder internally, be it our audit team, our sales team, our operations team or elsewhere. Conduct third party audits and other fee earning activities in line with agreed utilisation.

**Main Duties & Responsibilities:**

Understanding and operating the BV Certification Management System (BMS) and UK Management System in all activities relevant to the post.

Manage a list of defined projects, ensuring satisfactory delivery in accordance with schedules and deadlines.

Support the Technical Team and Local Technical Manager in the management and implementation of corrective and preventive actions.

Support the Local Technical Manager in the management and implementation of the internal

audit programme and closure of any NCR's.

Proactive identification of areas of improvement, areas of deviation and areas of best practice in compliance by auditors to the BMS and Certificate decision process.

Proactively support the Local Technical Manager in the provision of technical feedback – good practice to auditors on a quarterly basis as part of on-going competency management.

Undertake the independent certification decision for multiple standards and be proactive to ensure no Certificates expire.

Have excellent working knowledge of Siebel data base and the use of associated tools such as ART, tracking of NCR's/technical reviews in Siebel; use of My Certif.

Maintain the quality of client records related to audit, surveillance, and certification activities.

Support in the delivery of the witness plan of auditors to ensure competency and drive through compliance with process-BMS and best practice and ensure safety audits are undertaken through the witness programme.

Identify opportunities for improvements and development of products and services.

Provide technical support to UK certification team, stakeholders, and other interested parties.

Good awareness in changes in legislation as well as internal CMS changes and to communicate such changes.

Operate in line with Bureau Veritas Core Values and Code of Ethics

**Experience & Skills Required:**

Strong attention to detail.

Excellent written and verbal communication skills.

Willingness to consider others ideas and to work with others as part of a team.

Ability to successfully keep track of several projects at one time.

Ability to work on own initiative.

Able to quickly adapt to changing priorities.

Client focused.

Ability to travel (Around 40-50%) for auditing and meetings.

### **Qualifications Required:**

Educated to bachelor's degree or equivalent level.

Qualified lead auditor training for 2 or more standards in the QHSE group.

3+ years industrial experience in areas related to Management systems (MS)

Understanding of Certification business concepts and operation.

### **Desirable:**

Lead auditor in some standards related to energy and sustainability, food or information security is desirable.

### **What's in it for you?**

**Salary circa £45kpa**

**£4,250 pa** car allowance

**25 days** holiday +8 bank holidays with the option to buy or sell 5 holidays, plus an option to carry over 5 days

Combined pension contributions of **up to 12%**

Share in Success company bonus scheme - We recognise that overall business success is due to the contribution made by every employee

Annual Salary review

Flexible benefits scheme, to suit what is important to you including Life Cover, Private health care, Dental Care, GymFlex, Techscheme, Enhanced Maternity/Paternity policy, Give as You Earn scheme & Travel Insurance

Health and Wellbeing Support through; Mental Health First aiders, Employee Assistance

programme & Smart Health services

Working for an Industry leading global Inspection company certified as a UK Top Employer for the last nine years in a row

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