



## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** QA\QC Engineer

**REPORTING TO:** QHSE Manager

**RESPONSIBLE FOR:** N/A

### **JOB SUMMARY:**

The QA\QC Engineer will be responsible for developing and executing the Quality Assurance aspects of the Quality Management System and driving improvements to ensure the highest standards of quality are maintained throughout all processes

### **MAIN DUTIES OF JOB:**

- Develop, implement, execute and monitor the Quality Assurance elements of Roots manufacturing processes to ensure customer requirements are met or exceeded
- Review and maintain QMS processes to ensure the Company complies with relevant standards and specifications
- Monitor and advise on all quality matters, issues and concerns to ensure compliance with statutory and contractual requirements and good industry practice
- Liaise with customers and supply chain, regarding quality matters, ensuring specification requirements are met
- Develop and monitor Quality Control Plans and ensure compliance with Project Gates 1-4 quality elements
- Manage lessons learned and share those lessons with team members
- Resolve and/or escalate internal and external quality issues in a timely manner
- Implement improvements where identified and appropriate
- Ensure project level compliances are met and adhered to
- Investigate quality issues/concerns and drive to root cause corrective actions
- Advising and training colleagues on aspects of Quality Management.

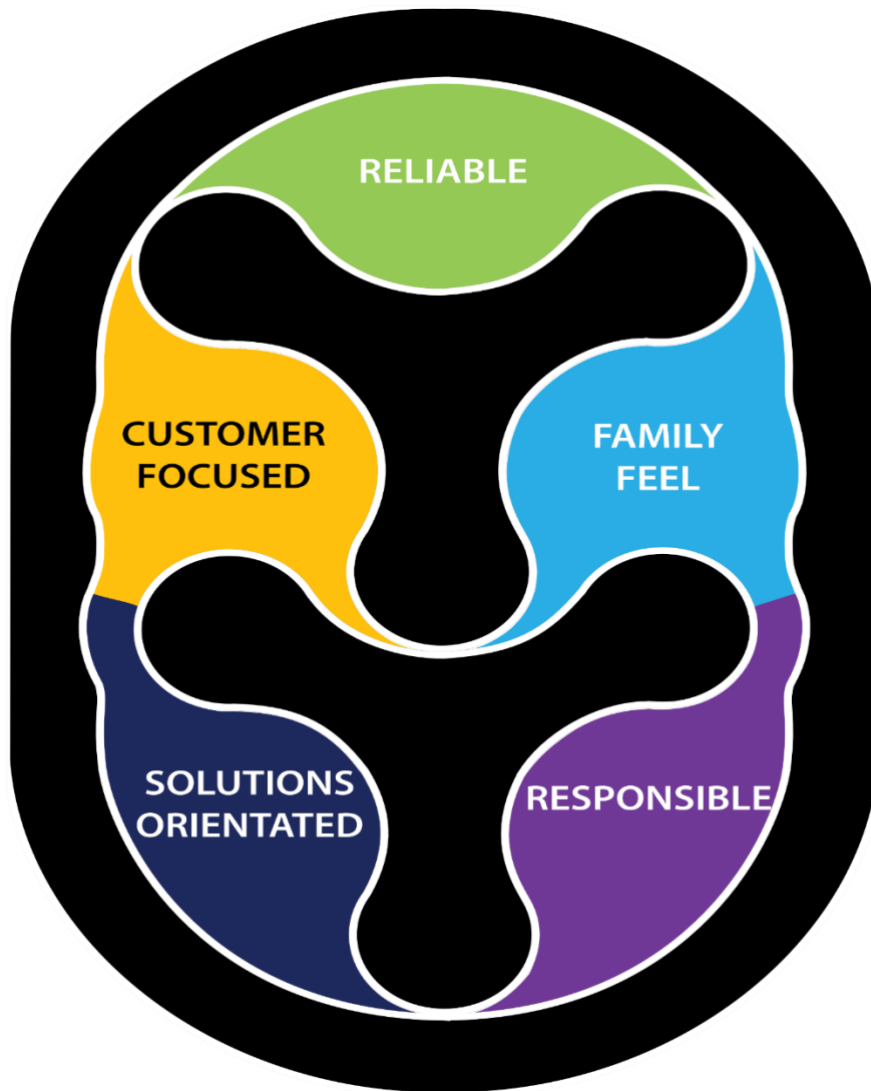
### **OTHER DUTIES:**

A degree of flexibility is needed, and the employee may be required to perform work not specifically referred to above.

### **HEALTH AND SAFETY:**

The Company has a Health and Safety Policy which outlines it's responsibilities as an employer and the responsibilities of it's employees in respect of health and safety. All employees need to be aware of this policy and comply with it's content.

**COMPANY VALUES**



<p><b>RELIABLE</b> Our customers trust us because we manufacture high quality, durable and long-lasting products which continue to deliver value over their lifetime.</p>
<p><b>CUSTOMER FOCUSED</b> We operate globally, with local presence across 5 continents. We are committed to supporting our customers from first contact and continually look for opportunities to add value.</p>
<p><b>FAMILY FEEL</b> We are proud to be a family business, we want all of our people to feel a sense of inclusion, support and belonging.</p>
<p><b>SOLUTIONS ORIENTATED</b> We are experts in the design and assembly of custom packages for challenging environments and work with our customers to deliver the best solution to suit their needs.</p>
<p><b>RESPONSIBLE</b> We are resource aware and mindful of full lifecycle costs. We are consciously seeking new applications that support a cleaner, safer, more sustainable future.</p>

**PERSON SPECIFICATION**

	Essential or Desirable
<b>Education</b>	
HNC/D or degree level of education	E
A qualification in Engineering	D
Quality Assurance qualification from an accredited body, for example CQI certificate / diploma or through experience	D
ISO9001:2015 Internal Auditor qualification	D
<b>Knowledge and Experience</b>	
Demonstrable experience / knowledge Quality Management Systems ISO9001:2015	E
Experience in carrying out Internal and External Quality Audits	D
Knowledge and understanding of a variety of manufacturing processes and ability to analyse, evaluate and problem solve	E
Understanding and experience in interpreting Engineering Drawings, Certification, Specifications & Standards requirements	E
Experience of using handheld measuring equipment (verniers, calipers, micrometers) and the ability to undertake accurate measurements	D
<b>Skills and personal attributes</b>	
Good level of computer literacy and numeracy skills	E
Excellent communication, verbal, and written skills	E
Exceptional eye for accuracy and detail	E
Strong planning and organisational skills with the ability to manage workload with competing priorities and frequent interruptions	E
Ability to quickly establish and where appropriate further develop effective relationships with key internal and external stakeholders	E
Excellent interpersonal skills to deal with challenging situations	E

Customer focussed and solutions orientated	E
A positive outlook with a 'can do' approach to tasks	E
Excellent interpersonal skills to deal with challenging situations	E
Be flexible, innovative and open to new ideas	E
Find solutions to problems in an efficient and effective manner	E
Self-motivated with a desire to set high standards of work performance for themselves and for others	E
Encourage a culture of excellence and compliance	E
Reliable team player	E