

Employee		Job Title	Quality Systems Auditor
Department	HSQE	Location	Waterloo
Line Manager	Compliance Manager	No. of Direct Reports	n/a

<p>Job Purpose</p> <p>We are a vibrant, forward looking mid-sized business operating in several infrastructure construction market sectors. We are a growing business with strong values and a vision to provide clients with a tailored approach to delivering social value through successful infrastructure projects.</p> <p>We are a growing business, and we are expanding our geographic footprint from our London HQ. We currently have circa 80 (white collar) full time employees which we envisage growing steadily. However, we plan to directly employ a proportion of our (blue collar) site operatives going forward, to provide more opportunity for a Social Value impact to be landed.</p> <p>We are proud and committed to maintaining and building upon our diverse and inclusive culture, ensuring people from all walks of life can add value to our business allowing our employees to thrive.</p> <p>Due to successful work winning and a solid growth strategy we are looking to recruit a Quality Systems Auditor to join our team and build upon our success.</p> <p>This role will support the Compliance Manager in managing and monitoring HSQE compliance to relevant company, legal and external requirements (including ISO 9001, 14001, 45001). You will be responsible for managing day to day operations for fleet and ensuring we remain compliant to FORS requirements.</p>
<p>Key Accountabilities</p> <p>Management System Administration</p> <ul style="list-style-type: none"> Assist in the maintenance of the IMS in line with applicable ISO/BS, legal, and corporate requirements Act as a central point for amending and implementing Management system document changes Maintain the management system master register and associated IMS Management procedures Ensure programmed reviews of policies, plans and procedures are completed to timescale Support the digitalisation of the management system Monitor expiry of all company memberships and licences (including but not restricted to PCL, RISQS, FORS, ISO, memberships of CIRAS, BSC) <p>Auditing</p> <ul style="list-style-type: none"> Conduct internal project audits Conduct management system/departmental audits Conduct supplier/subcontractor audits Assist in the preparation of external audits Manage the action tracker and hold individuals to account. <p>Fleet Management</p> <ul style="list-style-type: none"> Maintain the FORS certification and requirements of the standard General Management/Coordination of the company fixed vehicles, multidrive vehicles and grey fleet on hire Manage new drivers/vehicle using the Fleet check database Run driving licence e-approval reports for new and existing drivers Organise and coordinate FORS driver training for all drivers Manage drivers 'fit to drive' tests by conducting/organising bi-annual eyesight tests, drugs and medication tests Ensure weekly 'vehicle defects sheets' are completed and driver's behaviour, conformance is upheld. This requires monitoring trend analysis for gross misconduct of company vehicles. Log vehicle collisions with Fleet check, insurance company and hire company to organise vehicle repairs/recovery Update and manage the ULEZ, Congestion Zone, Dartford Crossing, CAZ, Rotherhithe tunnel and other Toll Road accounts Settle Penalty Charge notices (PCN), Bus Lane fines, parking tickets and Police Notices with those responsible Ensure all drivers are compliant with the Insurance obligations i.e. keeping MOT's, Road tax and driver's fit to drive data up to date <p>Reporting</p> <ul style="list-style-type: none"> Monitor the completion of company / project audits and report on performance every period Complete Project Scorecard for live projects every period, reporting outcomes to the Operations Director Report on fleet compliance status every period
<p>Management System Processes and Procedures</p>

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

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|---|---|
| <ul style="list-style-type: none"> • Fleet Management • Document Control • Communications • Audit • Nonconformance and Corrective Action | <ul style="list-style-type: none"> • Supply Chain Management • HSQE Documentation • Management Review • Rail Compliance |
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KPIs

You will support and help the company achieve the KPI's as defined within the Sustainable Business Plan.

Job Requirements

A good understanding of ISO Standards (9001, 14001 and 45001), FORS, RISQS and other industry standards required with significant track record of successful work.

Knowledge of UK construction industry, including railway, TFL, Nuclear or other utilities industries would be advantageous.

Additional Skills:

Positive and Proactive attitude.

Competencies & Training Requirements

Management System

Reviews and audits processes, procedures and project paperwork to ensure compliance to the IMS and external requirements

- *Experience of implementing a management system to ISO Standards within the industry*
- *Lead auditor ISO 9001*
- *Advanced MS Office skills training / experience*

Fleet Management

Manages and maintains fleet on a daily basis in line with FORS requirements

- *Fleet Management / FORS experience*

Project Delivery

Supports delivery of projects on the ground, attending site and advising on Compliance matters when required

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BCM Leadership Behaviours (for any role):

- **Lead by Example** - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.

Name:

Signature:

Date:

Deputising Duties



Job Description

BTEM-HRMA-02

*The undersigned have been briefed and understand the above job description and responsibilities.
I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).*

Name	Position	Location	Date Briefed	Signature

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