	<h2>Job Description</h2>	Issue: 01	Document Reference: CPMS/F/ADMIN/103
		Issue Date: Jan 2019	Author:

Post:	Quality Manager
Reports to:	Operations Director

Over recent years, CPMS has developed as a business that is trading in a number of different industries. The company has developed its processes, successfully achieving a number of ISO accreditations in 2018. We are looking to develop further and establish a number of new, regional offices, we are looking to hire an enthusiastic and experienced quality manager to join the team and assist on this journey.

CPMS prides itself on simplifying complex projects and programmes and this role will play a pivotal part in ensuring that the business processes are fit for purpose and the company well positioned for future growth.

Role Responsibilities

- Strong leadership and influencing skills to work with the leadership team in the development of internal processes, workflows and capabilities
- Experience of working within the requirements of ISO9001, 18001/45001 27001 and 14001
- Experience with refinement of the company's operating models to suit the ISO requirements.
- Experience in undertaking internal and external audits and the management of NCR's and corrective actions
- Experience in the use of quality management software for managing business requirements
- Exceptional planning and organisational skills to ensure that the company is complaint at Audit for the relevant ISO and RISQS
- Industry experience, including extensive knowledge of the RISQS and sentinel requirements.
- Strong management experience of multi-functional teams and working closely with them to ensure their business unit is compliant with the business processes.
- Clear evidence of working well in dynamic and geographically separated teams and ensuring compliance
- The ability to work in an agile fashion and help the business to grow and develop quickly, safely and efficiently.


1. Role Qualifications and Experience

Essential

- Experience in auditing
- Excellent interpersonal and communication skills (verbal and written)
- Comprehensive knowledge and appreciation of ISO and RISQS processes

Desirable

- A degree or equivalent
- Knowledge of investment processes and procedures
- Knowledge and understanding of project management

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We at CPMS are an Equal Opportunities employer and we recognise the value of a Diverse Organisation. CPMS appreciate all job applications. If you decide to apply for an opportunity at CPMS, your application will be assessed based purely on your experience, the essential and desirable criteria and your suitability for the role. We value each and everyone's contribution as this builds our culture and means, if you work for CPMS you will be included, listened to and respected.

Briefed by:	Name:	Signature:	Date:
Post Holder:			