

Job Description

PER-34

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Company Name: VolkerFitzpatrick Ltd

Business Unit: ALL

Contract No & Name:

Role:	Lead Quality Manager	Reports to (Business):	Senior HSEQ Manager
Location:		Reports to (Function):	Senior HSEQ Manager
		Current Job Holder:	

Overall Role Purpose:

To lead, mentor and manage the VolkerFitzpatrick Quality Managers.
To manage activities related to the implementation and development of the Quality Management System (QMS) for VolkerFitzpatrick.

Key Accountabilities:

(describe the key tasks and responsibilities the job-holder has on an on-going basis)

- To lead, mentor and instruct the Quality Managers on quality management.
- To ensure the Quality Managers are fulfilling their responsibilities, effectively prioritising their workload, and actively engaging in the inspection and testing of works/structures.
- To ensure that information, training and instruction and task-specific advice on quality management meets the needs of employees and those working on our behalf.
- To ensure that the QMS and associated supporting information incorporates construction processes.
- To ensure that the requirements of the QMS are being applied on operational projects and associated activities.
- To monitor operational compliance to the QMS, and the requirements of BS EN ISO 9001:2008, ensuring implementation of effective improvement / preventive measures.
- The reporting of quality related performance information, including but not restricted to audits, non-conformances, defects.
- The effective use of Workspace functionalities in their relation to operational records.
- To ensure that quality aspects of pre-qualification questionnaires and tenders are in accordance with the QMS.

Key Objectives

- All VF quality planning meetings, inspections and audits are completed within specified timescales.
- All non-conformances are closed out within specified timescales.
- Establish and fulfil the requirements for on-the-job quality awareness training.
- Establish and deliver management reporting requirements on quality compliance.
- Fulfil the requirements of VolkerFitzpatrick quality-related objectives.
- Demonstrable improvement of the QMS.
- VolkerFitzpatrick construction works are free of defects and complaints.
- Timely responses to pre-qualification questionnaires and tender submissions.

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Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

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Interfaces:

Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this.

Internal Contacts	External Contacts
All VFL Personnel	Clients
Shared Services Personnel	Subcontractors
	BSi
	Supply Chain

Delegated Authority:

(the decisions that the role holder is allowed to make)

To Be agreed with the Head of HSEQS

Limits of Financial Authority:

Any potential expenditure to be agreed with the Head of HSEQS

Career Path Information

Required Qualifications / Expertise:

- Chartered Quality Manager (MCQI CQP - Member, Chartered Quality Professional).
- Lead Auditor (ISO 9001:2008) with demonstrable experience of 1st, 2nd, and 3rd party audits.
- Diploma in Quality Management and ideally educated in an engineering discipline e.g. Civil/Mechanical/Structural Engineer.
- Demonstrable experience in a similar role, leading teams of Quality professionals/engineers.
- Site-based construction experience of heavy civils/building/rail.
- Good presentation, written, analytical and IT skills.
- Training and presentation experience throughout all levels of an organisation, preferably trained to 'Train the Trainer' level.
- Good interpersonal skills with the ability to guide and educate/train at all levels.
- Self-confidence to build strong working relationships internally and externally.

Specific Rail Qualifications/Expertise

- Will hold personal track safety / LUCAS / Smartcard / CTRL operators licence as applicable to the scope of work and contract worked on
- Must hold a minimum 3 years relevant health & safety railway experience in Construction / Civil engineering.
- CDM appreciation / duties of the Principal Contractor
- Will understand the requirements and implementation of NR/L3/INI/CP0044 Works Package Planning Process.

Key Competencies Required for this Career Level

Technical	Behavioural
Diploma in Quality Management and ideally educated in an Construction / civil engineering discipline e.g. Civil / Mechanical / Structural Engineer.	Assertive

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Lead Auditor (ISO 14001:2004) with demonstrable experience of 1 st , 2 nd , and 3 rd party audits.	Methodical
	Leadership Skills
	Good Communicator
	Positive Attitude
	Analytical
	Organisational Skills
	Establish Priorities

SAFETY RESPONSIBILITY STATEMENT:-

- Take responsibility for my own safety, and the safety of others who may be affected by my actions or non-actions
- Report any concerns regarding any aspect of health and safety to my line manager.
- Wear, check and ensure that any PPE provided is used as instructed and kept in a good clean condition and any defects reported to my line manager
- Take appropriate action to remove, if competent to do so or report any hazards identified in the workplace to my line manager
- Report all accidents, incidents & close calls to my line manager
- Carry out my duties in a safe manner and in accordance with any information, instruction and/or training I have been given.
- Use any work equipment in a safe manner, for the purpose for which it is designed and in accordance with any written procedure, operating instruction or manufacturer's handbook and report all defects to work equipment to my line manager
- Use any chemicals or substances in a safe manner and in accordance with the COSHH assessment, manufacturers' instructions and any information, instruction and/or training I have been given.
- Not damage or misuse any item provided for safety.
- Comply with all company and site rules relating to Health & Safety

Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed.

Agreed copy

Signature:		Name:		Date:	
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