

## Job Description

### 1. Main Purpose of Position

To co-ordinate all activities required to direct and control manufacturing quality. In particular to review product quality requirements for individual clients and projects, to ensure those requirements are understood and implemented to manage the quality of manufactured items to meet the requirements of the contract specifications.

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### 2. Specific Areas of Responsibility

#### QC Management

- ✓ To continuously review quality control processes, procedures and capabilities in order to sustain the most cost effective and efficient methods for meeting quality requirements, and making recommendation for improvement as appropriate.
- ✓ Review client QC requirements and ensure that quality control documentation for a project meets contractual requirements.
- ✓ Review and approve Contractor and sub-contractor quality control documentation to ensure their planned activities meet contractual requirements.

#### Resource Management

- ✓ To co-ordinate and control the day to day operations of inspection personnel, so as to provide a safe, secure and efficient working environment, ensuring;
  - All plant and equipment is safely operated.
  - All physical resources are maintained, stored and organised to allow efficient and effective operation.
- ✓ To control and direct all QC resources, operations and facilities in order to adhere to project programmes.
- ✓ To manage and direct a team of skilled, semi-skilled and technically based individuals through sound personnel practices such as;
  - Performance management
  - Relevant and effective inductions
  - Identification of training needs
  - Coaching
  - Discipline

#### Compliance

- ✓ Manage and control all quality control activities in accordance with identified Quality Assurance standards, company procedures, client specifications and contract requirements.
- ✓ Assist in production of generic and project specific Method Statements and Risk Assessments.

## Management Information

- ✓ To monitor and report quality control progress, notifying any predicted shortfall or discrepancies against timescale and budgets.
- ✓ Immediate notification to the Head of Assurance of any Quality Control issues.
- ✓ Providing accurate and relevant information as required by the business.

## Co-ordination and Liaison

- ✓ Contribute to Business Development and success of current projects by the internal referral and communication of appropriate information and intelligence, together with any project specific information.
  - ✓ Provide comprehensive communication to underpin effective working relationships.
  - ✓ Liaise with the Head of Manufacturing to ensure that project contractual and quality requirements within the schedule are supported and maintained through all stages of manufacture as to ensure project completion within the specified schedule.
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## 3. Additional Tasks

- ✓ Responsible for supporting the development and maintenance of a customer focused culture within the organisation.
  - ✓ Support the development of quality goals and targets as part of the organisation's strategic plan
  - ✓ Carry out, as instructed, any task as deemed reasonable by the Head of Assurance or Director in the interest of the Company.
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## 4. Reporting Relationships

**Reports to:** Head of Assurance  
**Reportees:** Inspection Team  
Document Control Technician

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## 5. Standards

- ✓ Compliance with company procedures and policies.
- ✓ Display a professional, acceptable attitude and image for all work associated with and undertaken on behalf of NIS Ltd.

## Person Specification

Qualifications	Essential	Desirable
HND or Degree in Mechanical Engineering		✓
Visual Inspection – PCN Level 2 Welding Inspector or CSWIP Welding Inspector Level 2		✓
MPI/LPI-PCN Level 2 Particle/Liquid Penetrant Testing or CSWIP Magnetic Particle/Penetrant Inspector Level 2		✓
PCN/CSWIP Level 3 NDT		✓
IRCA Lead Quality Auditor	✓	
Associate membership of an appropriate professional institute e.g. CQI (Chartered Quality Institute)		✓

Experience & Knowledge	Essential	Desirable
Substantial experience in a Manufacturing Quality Control role	✓	
Experience of working in a Mechanical Engineering environment supplying to the Nuclear Industry	✓	
In depth understanding of Nuclear Safety and the quality control requirements, standards and specifications required for supplying the nuclear industry		✓
Experience in the review and acceptance of material certification to ensure compliance with BS EN 10204 type 3.1 and specific contract requirements	✓	
Understanding the requirements of managing weld quality in accordance with BS EN ISO 3834-2 and Nuclear Industry specifications		✓

Skills & Abilities	Essential	Desirable
Leadership and team working skills within own area and across the business	✓	
Able to deal with multiple issues, tasks and priorities concurrently	✓	
Able to understand and identify key objectives across the business		✓

Other	Essential	Desirable
To work in accordance with NIS policies and procedures	✓	
Security clearance	✓	
Commercial and financial awareness	✓	