**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title:** Assistant Quality Manager

**Vacancy Reference:** TBC

**Salary:** Competitive

**Department:** Head Office

**Reporting To:**  Quality and Lean Manager

**Hours of Work:** 45 hours per week

**Base:** Nottingham - Chilwell

**Contract Type:** Permanent

**JOB SUMMARY**We have an exciting new opportunity for an Assistant Quality Manager to work closely with our Head of Quality and Lean, Operational HSQE Managers and Site Management. This role will help ensure the development of efficient and effective business processes and systems to enable J McCann to comply with its relevant quality and collaborative management requirements and help the business grow into new areas.

The role will include delivering company inductions and quality training, creating quality plans for schemes, conducting company-wide audits and supply chain audits that provide operational management with clear assurances of Quality compliance levels, and appropriate management of information to support J McCann’s continual improvement objectives.

**Required Critical Behaviours**

* Previous experience within Quality Management Systems
* A positive and supportive attitude
* Ability to lead projects and motivate team members
* Excellent communication and interpersonal skills
* Good analytical and problem-solving skills
* Strong IT skills, with good knowledge of all Microsoft packages
* Confident to present information and deliver training to other employees when required
* Ability to prioritise and work to strict deadlines
* Ability to review and summarise information provided in a timely manner

**Duties and Responsibilities**Support the Head of Quality and Lean in maintaining the company MS, including proactively reviewing MS processes to reflect changes in business risk, objectives, needs and priorities.

* Maintain, coordinate, and assist in the delivery of an internal Quality assurance programme in accordance with business requirements.
* Support the business in maintaining ISO 9001 and 44001 and other business critical standards.
* Support the business with the development and implementation of new business critical standards.
* Assist with developing new company policies and procedures required by the business.
* Create scheme specific quality plans and inspection check sheets to confirm the quality of delivered works.
* Work in partnership with the operational businesses to identify and conduct third party and supplier Quality assurance audits.
* Provide support, information, and training to Employees on appropriate processes for ensuring compliance with Quality and Collaboration policies and standards.
* Provide regular reports to the business on overall Quality assurance and compliance levels, incl. the status of corrective actions and continual improvement activities.
* Document, review, and close out Quality related non-compliances, analyse trends, highlighting areas of good practice and preparing information to cascade as appropriate across the business.
* Liaise with and assist operational management in business development activities.
* Assist with the coordination of relevant external audit and certification bodies.
* Maintain effective systems for the recording and reporting of compliance audit findings, root cause analysis and continual improvement actions.
* Identify Lean opportunities and implement Lean learning across the business
* Deliver Company inductions to establish strong HSEQ culture.
* Keep up to date with relevant developments in the field of quality and collaboration management.

**ABOUT US**

McCann Ltd is a leading civil and electrical engineering construction company that operates throughout the UK on major road, rail, and airport infrastructure projects for public and private sector clients.

We provide our clients with integrated infrastructure solutions that meet business needs and exceed expectations each time.

Since our formation, some forty years ago we have developed a wide range of specialist contracting services to support the successful delivery of major infrastructure projects throughout the UK.  As a leading supplier and installer of street lighting, traffic signs, signals, communication systems and associated civil engineering we can also play a key role in the development of project design and buildability whilst working comfortably within a wide range of contractual arrangements.

With a large, highly skilled, directly employed workforce, supported by an extensive specialised plant fleet we can take on and deliver the most demanding of projects to programme and budget.

Furthermore, as a business, employer, and member of the wider community, we fully recognise our social responsibility, always striving to build a safe, sustainable entity which is environmentally responsible.

With an ambitious strategy, we are poised for further growth and success, so if you are committed, talented and enthusiastic, McCann’s is the right place for you.

**WHAT WE OFFER**

In return we offer an opportunity to work on some of the UKs most exciting construction projects, in a fast-paced environment where each day brings new challenges as well as a competitive salary and benefits package. We will always consider flexible working hours and arrangements.

* 25 days annual leave entitlement, plus bank holidays
* Competitive salary
* Discount gym membership

**EQUALITY, DIVERSITY & INCLUSION**

J McCann is an equal opportunities employer and will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parental leave, race, religion or belief, sex, or sexual orientation.

In line with our Social Value commitment, we will guarantee an interview to any member of groups experiencing disadvantage, including long term unemployment, ex-offenders and those not in education, employment or training that meets the essential competencies set out in the job description and person specification.

As an employee, you have the right to:

* A workplace that is free from unlawful discrimination, harassment, or bullying
* Inclusive practices and behaviour in the workplace
* Equal access to benefits and conditions
* Fair allocation of workloads
* Competitive merit-based selection processes for recruitment and promotion
* Accessible processes to deal with work-related complaints and grievances

**HEALTH & SAFETY**

Every employee is responsible for their own safety and the safety of other in the workplace and has a duty to report any issues or perceived risks to their line manager in the first instance or the Health and Safety department.

  

**PERSON SPECIFICATION**

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| **Factors** | **Description** | **How Assessed (A/I/Q)** |
| **Qualifications** |  |  |
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| **Experience** |  |  |
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| **Skills / Knowledge** |  |  |
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**\*A= Application Form I=Interview Q=Qualification/Certificates**