



## Job Specification

**For: Quality & Compliance Coordinator**

Ref: VR/01361

### Job Description

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**Permanent**

**Location: Chatham, Kent.**

**Salary: £40,000**

### Overview:

Play a leading role in our quality, environmental and safety systems. The organisation is looking for a Quality & Compliance Coordinator who is passionate about delivering high-quality and compliant services. They are a growing business and this role will coordinate their Integrated ISO 9001, 14001 and 45001 Management System to ensure high quality internal systems and external services for Defence and Commercial sector clients.

### Flexible working arrangements:

0.8 full time equivalent (29.6 hours per week)

Hybrid working options (up to 1 day per week from home)

Flexible working arrangements considered (adaptable start / finish time)

Excellent benefits which include:

- Salary of £40K pa (£32K for 29.6 hours per week)
- Six weeks pro-rata paid holiday (plus bank holidays)
- Generous contributory pension
- Funding for continuous professional development and personal growth
- Mental Health and Wellbeing support
- Private healthcare
- Cycle to work scheme
- On-site gym

This is an exciting opportunity to join a company with an ambitious vision: *To be the UK's premier skills development partner, harnessing innovative solutions to equip our clients for the future.* They have a long and very successful contract based at the Royal School of Military Engineering (RSME) in Chatham and are actively growing into new Defence and Commercial markets.

The organisation is committed to creating a diverse and inclusive workplace. All applications will be considered. They provide support through Mental Health First Aid and Coaching and Mentoring schemes. They are ISO accredited and have a Gold Award in the Medway Healthy Workplaces

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Programme. They have won several Health & Safety awards and recently won a Princess Royal Award for one of their employee learning and development programmes.

The organisation is passionate about the success they deliver for their learners, partners, and local communities, empowering people to be ambitious, solution-focused, proactive, and creative thinkers.

### **The Role:**

Within this role, your work could involve:

- Coordinating quality assurance, compliance and improvement systems across the company.
- Leading, monitoring and participating in a programme of systematic internal audits
- Coordinating ISO certification requirements and other external inspections
- Designing and implementing assurance and improvement awareness schemes
- Coordinating the piloting of new training courses or services

### **Additional experience / capability to support your application:**

- Proven track record in implementing, maintaining, and improving Quality and compliance Management systems in a relevant industry.
- Experience with ISO standards (particularly ISO 9001, ISO 14001, ISO 45001).
- Ability to coordinate audit processes, from planning to execution and follow-up on corrective actions.
- Strong analytical skills to identify root causes of quality issues.
- Experience in implementing effective corrective and preventive actions.
- Ability to effectively communicate complex quality and compliance concepts to diverse stakeholders.

Closing date Friday 3<sup>rd</sup> January 2025, although this is subject to change allowing for market conditions. Candidates need to provide a cover letter and CV.

Armed Forces Covenant – We offer guaranteed interviews to military veterans and their families if they meet the selection criteria.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of Practice.

Compiled by : **Fiona Louch**  
Compiled on : **12/13/24**

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