

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title: Compliance Officer	Location: Hunmanby
Department: Quality	Contract: Permanent
Reports To: Quality Manager	Direct Reports: N/A

1.0 Job Summary & Role

- On-going management of the Quality System in accordance with ISO9001 / ISO14001 & 45001 requirements
- Demonstrate product compliance, review of product BOM against Reach / RoHS / CMRT / TSCA / PFAS / Prop 65 compliance requirements
- Corporate compliance experience, e.g;
 - Anti-Bribery and Corruption
 - Conflict-Free Sourcing
 - Modern Slavery Act
 - Discrimination / Diversity and Inclusion
 - Human Rights
 - Data Protection
- Promote Quality culture, with a focus on prevention rather than cure
- Support with Internal audits of the ISO9001 / ISO14001 / ISO45001 systems
- Manage the Controlled Documents i.e. updates and Amendment record update
- Monitor and advise Quality Manager on how quality system is performing and publish data and reports regarding company performance against Quality KPI's
- Report quality performance trends to the management team including major issues which could affect business and quality performance

2.0 Key Responsibilities & Main Duties

- Promote quality improvement throughout the organisation. Using data to drive targeted improvements in worst performing areas
- Demonstrate product compliance against requirements of Reach / RoHS / CMRT / PFAS / Prop 65, and similar compliance standards / requirements
- Set up and maintain controls and documentation for above
- Monitor Corporate compliance, ensuring DSE remains up to date with any legislation changes
- Collate and analyse key performance data for use in driving quality and performance in production / across the business
- Collect KPI data from process owners to allow monitoring of performance, ensure dissemination throughout the company
- Escalate to Quality Manager issues that cannot be resolved
- Ensure management are aware of issues relating to compliance
- Maintain quality documentation in accordance with ISO requirements
- Support purchasing team with component compliance requirements
- Support the internal audit system to continually develop the company quality system and drive improvements
- Liaise with customers and suppliers where necessary when impacted by compliance issues



3.0 Internal & External Relationships

Internal

- Purchasing; Support with compliance requirements
- Engineering; Support with compliance requirements
- Quality team; Support
- Accounts: Support as required
- Production; Support with QA documentation administration
- Sales: support as required with compliance requirements
- Senior Management; Notify serious issues; supply KPI data for review
- Stores / Warehouse; Support and assist with queries

Communication: All above Verbal / Written / Reports

External

Supplier; Ensure suppliers provide component compliance information in a timely manner
Customers;

- Supply Compliance information as requested by customers (Reach/RoHS/CMRT etc)
- Support with QIP activity and Corrective actions
- DSE Distribution; Support as required

Communication: All above Verbal / Written / Reports

4.0 Key Performance Indicators

- Monthly Quality Reports; reporting on progress and status of product / component and corporate compliance status
- Weekly production KPI collation and dissemination; monitor trends and share with process owners



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5.0 Essential/Desirable Factors

Knowledge	
Essential:	Desirable:
ISO9001 Quality System Knowledge	ISO 14001 / 45001
Reach / RoHS / CMRT / PFAS / Prop65	Mechanical / Electrical / Electronic experience
Corporate compliance experience	Electronics Experience
Skills & Attributes	
Essential:	Desirable:
Ability to work under pressure to tight deadlines.	A proven track record of improving quality levels within a company.
Ability to work on own initiative.	Excellent communication skills.
Quality techniques and tools, including problem solving.	Excellent organisation skills.
Confident IT skills with experience of ERP system and MS office are essential.	Epicor or similar (ERP) system.
	Team working
Experience	
Essential:	Desirable:
Established experience in quality capacity.	Operation of an ISO9001 / 14001 / 45001 system.
Manufacturing.	Handling Customer Audits.
Internal ISO9001 system audits.	Supplier Audits.
	Reach / RoHS / CMRT / SCIP – product compliance.
Qualifications	
Essential:	Desirable:
Proficient in Maths / English.	ISO9001 / 14001 / 45001 auditor experience.
	Technical qualification HNC/ONC

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M Grossett, Quality, Health & Safety Systems Manager	12/05/2025

