

<b>Job Title: Quality Controller</b>	<b>Location: Hunmanby</b>
<b>Department: Quality</b>	<b>Contract: <i>Permanent.</i></b>
<b>Reports To: Quality Manager</b>	<b>Direct Reports: N/A</b>

## 1.0 Job Summary & Role

- On-going management of the Quality System in accordance with ISO9001 / ISO14001 & 45001 requirements
- Monitor and advise Quality Manager on how quality system is performing and publish data and reports regarding company performance against Quality KPI's
- Data Analysis – Data manipulation; Data Capability Analysis; CP / Cpk
- Report quality performance trends to the management team including major issues which could affect business and quality performance
- Demonstrate product compliance, review of product BOM against Reach / RoHS / CMRT / PFAS / Prop 65 compliance requirements
- 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

## 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.
- 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.
- Ensure all specified quality standards are achieved throughout the company.
- Escalate to Quality Manager issues that cannot be resolved.
- Ensure management are aware of quality developments.
- Maintain quality documentation in accordance with ISO9001 / ISO14001 & 45001 rules.
- Support purchasing team with supplier improvement.
- Continually develop the company quality system using the internal audit programme.
- Liaise with customers and suppliers where necessary when impacted by quality issues.



### 3.0 Internal & External Relationships

#### Internal

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

#### External

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

### 4.0 Key Performance Indicators

- Monthly Quality Reports
- Weekly production KPI collation and dissemination; monitor trends and share with process owners.

### 5.0 Essential/Desirable Factors

<b>Knowledge</b>	
Essential: <ul style="list-style-type: none"> <li>• ISO9001 Quality System Knowledge</li> <li>• Reach / RoHS / CMRT / PFAS / Prop65</li> <li>• Data Analysis; Capability Studies</li> </ul>	Desirable: <ul style="list-style-type: none"> <li>• Mechanical / Electrical / Electronic experience</li> <li>• SMT Experience</li> <li>• Six Sigma (Green / Black Belt)</li> </ul>
<b>Skills &amp; Attributes</b>	
Essential: <ul style="list-style-type: none"> <li>• Ability to work under pressure to tight deadlines</li> <li>• Ability to work on own initiative</li> <li>• Quality techniques and tools, including problem solving</li> </ul>	Desirable: <ul style="list-style-type: none"> <li>• A proven track record of improving quality levels within a company</li> <li>• Excellent communication skills</li> <li>• Excellent organisation skills</li> <li>• Epicor or similar (ERP) system</li> </ul>



## JOB DESCRIPTION & PERSON SPECIFICATION



<ul style="list-style-type: none"> <li>Confident IT skills with experience of ERP system and MS office are essential</li> </ul>	<ul style="list-style-type: none"> <li>Team working</li> </ul>
<b>Experience</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>Established experience in quality capacity</li> <li>Manufacturing</li> <li>Internal ISO9001 / 14001 / 45001 system audits</li> </ul>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>Operation of an ISO9001 / 14001 / 45001 system</li> <li>Handling Customer Audits</li> <li>Supplier Audits</li> <li>Reach / RoHS / CMRT / SCIP – product compliance</li> </ul>
<b>Qualifications</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>Proficient in Maths / English</li> </ul>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>ISO9001 / 14001 / 45001 auditor experience</li> <li>Technical qualification HNC/ONC</li> </ul>

<b>Created by</b>	<b>Dated Created</b>
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