

Job Title:	Integrated Management Systems (IMS) Engineer
Department/Location:	Quality / Head Office (Manchester, UK)
Reporting To:	Quality Manager
Purpose of Role: (Why does the role exist? A short sentence that captures this.)	<p>As an Integrated Management Systems Engineer, you will play a vital role in ensuring the organization's adherence to various management system requirements & the efficient functioning of the Integrated Management System (IMS).</p> <p>You will be responsible for designing, implementing, maintaining, & continuously improving the IMS to meet industry regulations & best practices. Your expertise will be instrumental in achieving & sustaining high levels of quality, compliance, & customer satisfaction throughout the organization.</p>
Role Summary: What is the scope of the role? (A few bullet points that provide an overview of role, and how it links into/supports departmental/business strategy.)	<p>The role of the Integrated Management Systems Engineer is to help develop, implement, evaluate, & continually improve the company's Integrated Management Systems & standards, processes & procedures to achieve a compliant & effective system in-line with regulatory, customer & company global requirements.</p> <p>The role will be instrumental in maintaining customer satisfaction, optimizing processes, & procedures across the organization.</p>
Key Accountabilities and Responsibilities:	<p><u>IMS Development & Implementation:</u> Collaborate with cross-functional teams to design & implement the IMS, ensuring alignment with industry standards (e.g., ISO 9001, ISO 45001 & ISO 14001) & relevant regulatory & customer requirements.</p> <p>Develop IMS documentation, including policies, procedures, work instructions, forms, & templates, to establish a clear framework for processes & practices.</p> <p><u>Compliance & Auditing:</u> Conduct regular internal audits to assess the effectiveness & compliance of the IMS processes & procedures.</p> <p>Identify risks & areas for improvement & work with stakeholders to implement corrective actions & preventive measures.</p> <p>Stay updated on relevant regulations, standards, & industry best practices to ensure the IMS remains current & in line with evolving requirements.</p> <p><u>Training & Education:</u> Develop & deliver training programs to educate employees on the IMS, its processes, & their role/responsibility in maintaining these.</p> <p><u>Change Management:</u> Assess the impact of proposed changes on the IMS & collaborate with stakeholders to implement changes effectively while maintaining compliance.</p>

Customer Focus & Feedback:

Utilize internal & external customer feedback as valuable insights for process improvements & product/service enhancements.

Support 3rd party audits.

Cross-functional Collaboration:

Foster a culture of awareness & understanding of the IMS across the organization by working closely with various stakeholders.

Facilitate & support Managers in root cause analysis to resolve problems to ensure corrective actions are implemented & disseminated throughout the company.

The role may require flexibility to visit our other sites (as necessary) to standardise best practice principles.

Role Objectives & Measures

Key Deliverables: Objectives which are SMART: Specific Measurable Achievable/Agreed Realistic Time-bound	<ul style="list-style-type: none">• Reduce 3rd party NCRs• Increase adherence to the internal audit schedule• Increase levels of IMS communication & publicity in the Company
Performance Indicators: (Measures by which the individuals' performance will be monitored and assessed)	<ul style="list-style-type: none">• Attention to detail• Level of initiative shown• Level of self-motivation & self-management• Effective delivery of tasks/actions to due dates• Effective collaboration with various stakeholders
Measures of Success: (Indicators that show impact on department and organisation)	<ul style="list-style-type: none">• Adherence to the internal audit schedule• Effective closure of corrective actions & dissemination of actions throughout the company• Increased levels of IMS communication & publicity in the Company• Reduction in 3rd party NCRs

Person Specification

	Essential	Desirable
Qualifications/Education & Training	<ul style="list-style-type: none"> • HNC (Technical, Engineering discipline preferred) • Excellent knowledge of ISO 9001 & 45001 & 14001 standards • IT literate & competency with Microsoft Office applications (Word, Excel & PowerPoint) • ISO 9001 & 45001 & 14001 auditing experience 	<ul style="list-style-type: none"> • Degree/ Higher Education (Safety, Technical, Engineering discipline preferred) • ISO 9001 & 45001 & 14001 lead auditor trained • Membership of an industry related professional body
Experience	<ul style="list-style-type: none"> • Significant IMS experience in a manufacturing environment • Proven experience in designing, implementing, & maintaining electronic (on-line) Integrated Management Systems in compliance with industry standards & regulations • Proven experience of keeping up to date with relevant regulations, standards, & industry best practices 	<ul style="list-style-type: none"> • IMS experience in an electronics manufacturing environment • Working across multi-site & multi-cultural locations • Proficient in using SharePoint & creating electronic document management systems
Skills & Competencies	<ul style="list-style-type: none"> • Excellent people-management skills • Demonstrate influencing skills & leading change • Excellent interpersonal skills • Excellent written, verbal & presentation skills • Excellent organisational & follow-up skills • Competent in problem-solving, team building, planning & decision making • Ability to write management system procedures • Ability to work with, instruct & guide people at all levels in areas of IMS 	
Personal Attributes	<ul style="list-style-type: none"> • Team player with a passion for the role • Proactively contribute to creating a good team atmosphere • Is resilient, optimistic, & open to change • A collaborative approach toward others • An initiative-taker, motivated & able to promote high standards & positively motivate others through personal example • Undertake continuous training & development 	