

Job Title:	Quality Manager
Hours of work:	35 hours per week (this is a full-time post)
Contract:	Permanent
Location:	Swansea or Berkeley

About the project:	<p>The Active Building Centre is an ambitious, high profile, project of national importance.</p> <p>Active Building Centre Ltd, a Government-backed Research and Technology Organisation (RTO), are collaborating with industrial and academic partners to mobilise and deliver applied research, product development, commercial engagement and the realisation of a comprehensive demonstrator portfolio.</p> <p>Our goal is to revolutionise construction through the deployment of active buildings – transforming the energy and construction industry through new innovative building design.</p> <p>Growing from the success of existing Active Buildings, we are developing an ambitious portfolio of advanced multi sector demonstrators that are sustainable, perform better, are more comfortable and will significantly contribute to decarbonisation.</p> <p>As part of a highly skilled team looking to transform the energy and construction industry, you will be open to new ideas, bring fresh thinking, and be ready to play your part in delivering the case for Active Buildings.</p>
About the role:	<p>You will be required to establish, develop and manage the Company's Quality and Information Systems overseeing the continuous improvement of all quality operations. You will report into the Chief Commercial Officer (COO).</p>
Key Responsibilities:	<ol style="list-style-type: none"> 1. To create a Quality Management System (QMS). 2. Liaison with other departments to create quality plans. 3. To ensure understanding of Company needs and requirements to maintain and develop effective quality control processes. 4. Experienced in the implementation of ISO 9001.

	<ol style="list-style-type: none"> 5. Establish and comply with all ISO accreditation requirements and manage internal and external audit functions. 6. Review of internal non-conformance and ensure communication and implementation of corrective actions. 7. Ensure adherence to Health and Safety guidelines as well as legal obligations (HSG 65). 8. Development of the processes, procedures and documentation that enables the delivery of an R&D development programme to commercialisation. Devise and review specifications for products or processes. 9. Oversee all product development procedures and identify deviations from quality standards. 10. Keep accurate documentation and perform statistical analysis. 11. Submit detailed reports to the Board. 12. Prepare and submit CE marking applications for new products. 13. Line Management of Quality Administrator. 14. Any other duties as directed by the CEO of Active Building Centre Ltd (or their nominated representative).
<p>Person specification:</p>	<p>Essential Criteria:</p> <p>Qualifications & Experience:</p> <ul style="list-style-type: none"> • 5-10 years Quality Management experience • Educated to Degree Level (preferably in a Science or Engineering discipline) or equivalent qualification (NVQ/HNC/HND) <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Experience of working in a SME Start-Up Organisation • Capable of fully managing a QMS • Qualified internal and external Auditor • A working knowledge of new product development and market introduction • Excellent Communication Skills both verbal & written • Self-motivated with a positive attitude <p>Highly Desirable:</p>



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| | <ul style="list-style-type: none">• Member of CQI• LEAN Six Sigma Green or Black Belt Certification• Ability to manage statistical techniques (relating to Six Sigma)• Experience of statistical analysis tools (Minitab)• Understanding of Theory of Constraints (TOC)• Working knowledge of Toyota Production System (TPS) |
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