

JOB SPECIFICATION



JOB TITLE	Quality Engineer
REPORTING TO	Compliance Manager
DEPARTMENT/SUB DEPARTMENT	Quality Assurance
LOCATION	Southend-On-Sea
OVERALL PURPOSE	
The main objective of this role is to assist with the management of the Quality Management System as well as the Certification and Regulatory Body approvals that Ipeco Holdings Ltd maintains. This will include reviewing of analysis data with process owners and departmental managers/supervisors, to implement effective root cause correction, review/update of Quality Management System documentation and perform audits as appropriate.	
PRINCIPLE ACCOUNTABILITIES	
<ul style="list-style-type: none">▪ To assist with the management of EASA, FAA, NADCAP and AS/BS/ISO Standards Regulatory Organisational Approvals.▪ Management of the product non-conformance process and the control of root cause corrective action process to ensure that effective solutions have been established so that reported non-conformities are not repeated.▪ To collect, complete and review analysis data with the appropriate departmental managers/supervisors and process owners.▪ Responsible for the liaison with customers on matters pertaining to Quality Management System approvals and product quality related issues.▪ To liaise/support with the UK CAA and other regulatory/certification authorities as applicable on matters pertaining to organizational approvals and product quality related issues.▪ To create, manage and administer quality documentation and records in accordance with Company Procedures.▪ To plan and complete internal/supplier audits to the Quality Management System as well as the requirements of the applicable Customer, Certification and Regulatory Body approval requirements▪ To identify the training and development needs of employees.▪ To assist with the completion of employee training as applicable.▪ To identify and implement continuous improvement activities.▪ To ensure that all Company rules and regulations are met and to initiate appropriate corrective action and/or the Company Disciplinary Procedures when required.▪ Ensure that applicable working areas are safe and that the Health & Safety Policies are observed.▪ To carry out any other reasonable, relevant tasks when required.▪ Abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company's standards and policies, including its environmental, safety and health policies.	

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QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE (or equivalent) Maths, English and Science at Grade C or above		✓
Recognised industry apprenticeship		✓
Specific Quality Assurance based qualifications		✓
EXPERIENCE/ SKILLS	ESSENTIAL	DESIRABLE
3 years of experience working in Aviation industry		✓
Knowledge of Health & Safety Management Systems		✓
Previous work experience in a Quality environment		✓
Proficient on Windows operating system, and Microsoft Office suite	✓	
Knowledge of AS/EN9100 and EASA regulations		✓
Full clean UK Driving Licence		✓
Ability to work independently while collaborating in a team environment	✓	
Ability to work under pressure and to deadlines	✓	
PERSONAL SKILLS	ESSENTIAL	DESIRABLE
Team Player	✓	
Strong Work 'Can-do Ethic'	✓	
Exceptional at building relationships	✓	
Excellent Customer Service skills	✓	
Strong attention to detail and time management	✓	
Exceptional Planning and Organisation skills	✓	
High awareness of Productivity and Quality	✓	
Excellent Communication skills	✓	
Flexibility	✓	
Takes Responsibility for actions	✓	
Learn, Apply and Improve	✓	