


Role & Responsibilities			 Facilitating Your Growth
Role:	QHSE Manager	Reporting to:	
Business:	Pryme Newcastle	Department:	QHSE

Overall Role Purpose:
<ul style="list-style-type: none"> • Manage, implement, verify and enhance the QHSE profile, culture, systems, behaviours of Pryme Group Newcastle. • Manage and evolve QHSE Management systems, implementing and verifying compliance with the provisions of the Quality and HSE management systems. • Ensure continual improvement of QHSE business performance.

Key Responsibilities:
<ul style="list-style-type: none"> • To cultivate and maintain strong customer relationships. • Assist the leadership team to develop, manage and monitor the QHSE performance of the company. • Monitor and advise on all QHSE matters, issues and concerns to ensure Company compliance with statutory requirements, Company and contractual requirements and good industry practice. • Liaise with Customers and Supply Chain, regarding QHSE matters, ensuring their expectations are met. • Responsible for Company's QHSE processes and procedures to ensure the Company maintains its accreditations (AS9100, ISO9001, ISO14001, ISO45001). • Responsible for management of and liaison with QHSE auditors to acquire/maintain Company's accreditations • Conduct audits to evaluate the effectiveness of systems and procedures, identifying and assisting implementing improvements • Manage and monitor emergency procedures, signage, PPE, COSHH control etc. • Report on Company's QHSE performance to the leadership team and statutory authorities as/when required. • Create and execute project work plans and revise as appropriate to meet changing needs and requirements. • Conduct QHSE training courses using internal and external resources when required. • Maintain awareness of evolving industry QHSE regulations and best practice and how they could be applied to the Company's operations. • Act as Subject Matter Expert for QHSE matters. • Produce further analysis and reports as may be required by the site leader, or the group senior leadership team from time to time. • Resolve and/or escalate issues in a timely fashion. • Offer QHSE consultancy to the Company's subsidiary, intergroup companies and affiliates when required.

Relevant contacts in relation to Key Responsibilities:
<ul style="list-style-type: none"> • Pryme Group Manufacturing Managing Director • Operations Director

Objectives & Measurement
<ul style="list-style-type: none"> • Monthly reporting of KPI's with the management team. • Cost of Quality @ 1.5% of sales and target zero client returns. • Utilisation of QC department • Continued ISO accreditations and compliance.

Person Specification – Qualifications:

- Nebosh certificate or Diploma
- BTEC Higher National Diploma (HND) in Mechanical/Manufacturing Engineering (desirable)
- Accredited Lead Auditor
- NVQ 3 in Quality Management or relevant experience.

Person Specification – Skills & Knowledge:

- Good knowledge of Aerospace regulations and procedures
- AS9100, ISO9001, ISO14001, ISO45001 implementation and compliance
- Building Relationships
- Commercial Acumen
- Risk Management
- Lean Manufacture
- Influencing Skills
- Planning & Scheduling
- Scoping Documents
- Customer Satisfaction
- Technical
- Resource Management
- Conflict Resolution
- Continuous improvement

Person Specification - Experience:

- Quality and Engineering Management
- Commercial and customer account management
- Health and Safety
- IMS compliance and systems management

Person Specification - General Requirements:

- Ability and experience in leading.
- Building and maintaining strong and effective relationships with customers.
- Ability to effectively prioritise and execute tasks in a high pressure environment.
- Promoting a good HSEQ culture and working environment.
- Work independently or as part of a team.
- Controlling all aspects of quality, maintaining the agreed level of requirements.
- A pragmatic approach to getting the required results.
- Promoting good working practices.

	Print Name	Signature	Date
Employee			
Operations Director			
Pryme Group Manufacturing MD			