



James Corbett Road
Salford,
M50 1DE

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Job Description

Job Title: Quality Assurance Officer

Location: Salford

Hours:

Salary: Varies on experience

About the Business:

Network Plus is a leading utility and infrastructure service provider. Every day, we safely maintain, construct and deliver essential services to millions of customers across the UK. Since starting the Company in 2000, Network Plus has grown considerably and now employ over 2000 people across the country.

Job Purpose

Provide support to the Quality Assurance and Environmental Lead with the objective of identifying and minimising risk

Key Responsibilities

- Assisting the business in the development and of new policies and procedures
- Supporting the quality assurance aspects of the business
- Supporting business OHSAS18001/ ISO 45001, ISO14001 and ISO9001 certification process, plus other industry accreditations including GIRS/WIRS/NERS and Sector Scheme 12A/B/D
- Undertaking compliance and system audits to ensure compliance with Company policy, best practice and legal requirements.
- Completing a weekly and monthly report on achievements and issues identified
- Updating the Integrated Management System and creating new / updating / archiving/ company documentation in line with the document control procedure
- Authorising documentation and ensuring documentation compliance with all relevant standards
- Setting a personal example to all employees and subcontractors
- Be a full member of the CQI, IOSH, IIRSM, IEMA or CIWM and have an auditing qualification
- Coordinating depot inspections and actioning any required facilities management tasks.
- Other duties to be agreed



Behavioural Aspects

- Self-organisation and prioritising – jobholder should demonstrate the ability to organise their work in such a way that tasks are completed accurately and on time. Jobholder should be able to prioritise workload.
- Develop & maintain good working relationships with colleagues & superiors – job holder should be able to demonstrate good communications with colleagues and superiors, engendering support and respect from them
- Record keeping – job holder should be able to demonstrate records of work undertaken and completed as well as work in progress
- Document presentation – job holder should be able to demonstrate the ability to complete forms legibly, write letters/emails, using good English and in the Corporate format
- Use of work tools – jobholder should demonstrate competence using all work tools, e.g. computers, photocopiers etc. They should also demonstrate a good telephone manner, taking messages and referring callers when appropriate.
- Initiative and confidence – job holder should be able to demonstrate a willingness to contribute new ideas to improve things and should be able to determine when to refer a matter to someone else or whether to deal with it themselves
- Able to work under pressure and meet deadlines.
- Good time keeping and attendance.
- Setting a personal example to all employees and subcontractors
- Full driving license and willing to travel.

At Network Plus, we are always looking for people who can help us deliver exceptional service to our clients and customers. We carry out a wide range of activities in a variety of sectors, so careers with us offer plenty of opportunity for progression.

We believe in long term investment in our employees, including training, development programmes and continuing professional development (CPD). We are committed to recruiting from every community regardless of gender, age, race, disability, sexual orientation or social background.

We are Armed Forces-friendly. We welcome applications from ex-Armed Forces personnel, reservists, armed forces veterans, cadet instructors and military spouses/partners.