

JOB VACANCY: COMPLIANCE OFFICER

An opportunity has arisen to join Ballyclare Limited as part of our Compliance team based at our Stockport Head Office.

Job Description:

The Ballyclare Compliance Officer aims to ensure the business meets all its obligations in relation to Quality (9001), Environmental (14001), CE Marking (Part 11b of the PPE Regulations), Social Accountability (SA8000) and Health and Safety.

This role is primarily to take responsibility for Quality and Health and Safety. The role is to ensure our product and services are fit for purpose and meet both external and internal requirements, including legal compliance and customer expectations. The Compliance Officer coordinates activities required to meet the 9001 Standard and the legal requirements of Health and Safety.

Reporting directly to the Senior Compliance Officer you will also liaise with other managers and staff throughout the organisation to ensure the Quality and Health and Safety systems are functioning properly. Where appropriate, the Compliance team advises on changes, their implementation and will provide training, tools and techniques to enable others to achieve quality.

Responsibilities:

As part of the Compliance team you will be responsible for:

- Promoting Quality achievement and performance improvement throughout the organisation
- Ensuring compliance with national and international standards and legislation
- Defining Quality procedures in conjunction with operating staff
- Setting up and maintaining controls and documentation procedures
- Monitoring the performance of the Quality Management System against set KPI's
- Identifying relevant Quality and Health and Safety related training needs and delivering training
- Persuading reluctant staff to change their way of working to incorporate quality methods

The Person:

The successful Compliance Officer will ideally come from a manufacturing background and be:

- Experienced in managing a Quality function
- Experienced at conducting internal audits against the requirements of 9001
- Experienced at conducting Health and Safety risk assessments/IOSH Certified
- Experienced at data collation and report writing against KPI's
- Have some knowledge of 14001

If you would like to be part of the team please send a copy of your C.V and covering letter to dawn.scott@ballyclarelimited.com