



Job title	Quality Coordinator
Reports to	Technical Assurance Manager
Department/Business stream	Southern Region

The main purpose of the role:

Operate within the project environment to support the project team in the production, coordination, submission, and sign of Quality assurance deliverables.

About the Role

Coordinate/monitor / support the project team in the production of Quality deliverables following Project W&SI & Management Systems to meet the time, quality and budgetary and health and safety targets. Ensure Quality Assurance activities applied are comprehensive, robust, in line with the W&SI, and are appropriately applied to the scalability, complexity, and levels of risk across the programme.

Main duties and responsibilities

Responsibilities

- Assist the project team to ensure all site quality documentation is coordinated/maintained/recorded/and registered as necessary to ensure compliance with Company procedures and Contract Requirements.
- Promote the reporting of non-conformances.
- Assist the Assurance team, project, and site team to ensure the quality systems are being implemented across the project.
- Take a lead role in monitoring quality control on-site, compliance with Inspection and Test requirements, deliverable records and closure of Non-conformance and Outstanding Works
- In conjunction with SHEQ management, carry out scheduled audits on the sites and workplaces, to establish work is being carried out by Company Policy, procedures, contract requirements & the needs and expectations of Interested parties
- Carry out Quality Toolbox Talks and Issue Quality Bulletins and Alerts
- Ensure management controls in place are being followed
- Ensure visibility and traceability of documented evidence are monitored and maintained
- Offer Quality guidance, direction, and instruction to the operational team to develop and improve their understanding of the Quality Management System
- Gather information and feedback from the Project Teams to enable improvement
- Promote a positive Quality Culture
- Support the business to ensure compliance with ISO 9001 Standard and contract requirements.
- Be a champion for the "Quality – Right First Time" initiative.
- Take a proactive role in QA deliverable planning, ensuring all hold points are mapped out and communicated.
- Work closely with Technical Assurance Manager in achieving progressive assurance through the construction phase into the commissioning/ handover phases.
- Work with Technical Assurance Manager to compile the commissioning and handover documentation in line with project and Utility Company requirements and contract requirements
- Be a champion for innovation.



Audit and Governance: <ul style="list-style-type: none"> • Help develop an audit regime on the process and develop action plans to monitor & ensure compliance • Support and undertake customer assessment checks during site visits with project teams • Carry out post-project reviews and 360 learning elements, key clients, report implementation, and instigate positive outcomes. • Support the project team to manage any Non-Conformance Reports received. 	
Key measures & targets <ul style="list-style-type: none"> • Minimal Non-Conformances' • 	Key relationships <ul style="list-style-type: none"> • Regional Managers, Operational Managers, Contracts Managers and Site Agents • HSEQ team • Client.

Person specification

Criteria	Requirement	Essential & Desirable
Knowledge & experience	• Previous experience of working in a similar Quality Coordinator role	E
	• Experience in delivering service improvements	E
	• Experience in implementing Quality Control	D
	• Innovation champion	D
Skills & Qualifications	• Degree or equivalent in Civil Engineering	D
	• Strong interpersonal, organization, communication, and time management skills with a strategic and analytical outlook	E
	• Ability to confidently present analytical data and insights both visually and verbally	E
	• In-depth experience working with all Microsoft packages	E
	• Good social media skills with the ability to develop and update varied Social Media platforms	E
Personal Qualities	• Good stakeholder management skills	E
	• Exceptional communication skills	E
	• Forward-thinking, positive, and empathetic	D

How to apply:

Please send your current CV and covering email outlining your suitability for the role to careers@barhale.co.uk

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