

JOB SPECIFICATION

Job Title	Quality, Safety & Environmental (QSE) Manager
Department	QA
Reporting To (Including job title)	Managing Director
Salary estimate (if known)	Dependent on experience
Job requirement	Full-time: 37.5 hours per week (office based) Core hours: 8am to 5.30pm Monday to Thursday, 8am to 4.30pm Friday

Introduction

Photek Ltd is a privately owned company located in East Sussex currently employing just over 60 people. Our core business is the design and manufacture of specialised imaging detectors and systems covering a diverse range of industries from aerospace to biomedical. Applications for such detectors include the detection of single photons and ultrafast cameras capable of sub-nanosecond exposure times.

Photek Ltd. is part of Tibidabo Scientific Industries Ltd., a global leader of highly differentiated technologies in scientific and medical research, life sciences, agriculture, recycling, aerospace, defence and security, and industrial markets.

Job Summary

A QSE Manager is required for immediate start to have overall responsibility for Quality Assurance and implementing Health & Safety and Environmental compliance throughout the company. This includes the maintenance and administration of our Quality Management Standards – ISO 9001 and ISO 14001. This is a key position that will help shape our quality culture and ensure our commitment to continuous improvement in every area of our business.

Key areas of responsibility

A) Quality Assurance

- Supervision and development of a small QA team
- Maintain and administer the Quality Management System (QMS), ISO 9001 and ISO 14001.
- Collaborate with cross-functional teams to address quality issues and ensure product and process consistency.
- Monitor and report yield statistics and warranty return numbers within our core product lines.
- Co-ordinate 8D corrective actions with support from engineering.
- Oversee quality control processes including incoming inspection, in-process checks and final product evaluation.
- Oversee all aspects of document control.
- Manage internal and external audits and drive corrective and preventative actions.
- Manage the change control system (QCBD).
- Lead the internal MRB meetings and follow up actions.
- Represent the company in quality control matters to outside parties such as customers and suppliers.
- Report and present on company performance against quality targets at Senior Management and Board level.

B) Health & Safety and Environmental

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- Develop and maintain H&S policy to ensure that it is relevant, current, and in line with legal and good practice standards.
- Conduct regular safety inspections, risk assessments, and training sessions to ensure a safe working environment for all employees.
- Ensure new staff are inducted appropriately and that training records for all staff are maintained.
- Investigate any incidents, accidents, or near-misses and implement corrective actions to prevent recurrence.
- Manage the company's Environmental Management program in line with ISO 14001 standards.
- Ensure compliance with current legislation for waste, emissions etc, whilst promoting sustainable practices.

Person Specification

Factor
<p><u>Qualifications</u></p> <p>Professional certifications OR significant experience in QMS (e.g. ISO 9001, ISO 14001) - Essential</p> <p>IOSH Managing Safely qualification – Essential</p> <p>NEBOSH qualification - Desirable</p> <p>Bachelor’s degree in a relevant field such as Engineering, Quality Management, or similar - Desirable</p>
<p><u>Experience</u></p> <p>Proven experience in a similar QSE role within a manufacturing environment, preferably within the scientific equipment or precision manufacturing sector – Essential</p> <p>Strong knowledge of ISO standards (ISO 9001, ISO 14001, ISO 45001) and regulatory compliance. – Essential</p> <p>Experience in leading internal audits and managing external audits. – Essential</p> <p>Line Management experience - Desirable</p>
<p><u>Skills & Abilities</u></p> <p>Excellent problem-solving skills with a hands-on approach to resolving issues.</p> <p>Strong communication and interpersonal skills, with the ability to work collaboratively with all levels of the organization.</p> <p>Ability to influence and drive change in a small business environment.</p> <p>High attention to detail and a commitment to delivering results.</p>

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