

JOB PROFILE

JOB TITLE: Quality Auditor
REPORTING TO: Lead Technical Auditor, HSEQ

JOB OVERVIEW

A key role within the HSEQ Team and to support effective management and coordination of all HSEQ activities across Liberty Group, including operational and administrative functions, with a focus area weighted towards technical work and health & safety.

Supporting the Director of HSEQ (Liberty) in areas relating health, safety, environment and quality, such as auditing, reporting and assisting the operational areas of the business to maintain compliance.

Facilitate and coordinate compliance activities within legal, industry and 3rd party obligations.

ABOUT THE ROLE



**PEOPLE
FOCUSED**



**ALWAYS
ACCOUNTABLE**



**SIMPLY
INNOVATIVE**

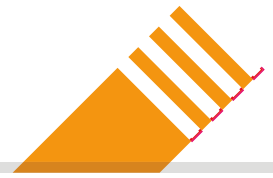


**HELPFULLY
SMART**

Our business starts with you, and the work you do has never been more important. By living our principles we're able to deliver better outcomes every day.

The Quality Auditor will:

- develop a strong working relationship with all levels of employees and promote a culture of engagement and an ethos of 'all together better' across Liberty Group.
- technical and H&S auditing of field operatives using our auditing systems and processes.
- provide coaching, mentoring and support to action owners, and provide authoritative advice on the close out of actions.
- assist the Lead Technical Auditor in the delivery of health and safety initiatives throughout the group.
- assist the Lead Technical Auditor in promoting an ethos of compliance for all work types.
- assist the Lead Technical Auditor in developing processes, procedures, forms and documents as required.
- use company systems to find and report on compliance.
- provide support and guidance to operational managers with regards to forms, templates and accurate completion of any required HSEQ information, such as during incident investigation.
- provide support and guidance to field operatives as required.
- provide concise, factual and accurate information through status reports to the Lead Technical Auditor ensuring all



information is available to enable effective decisions and improvements to be made.

- carry out a skills assessment and specific audits on all new engineers joining Liberty.
- keep up to date with changes to trade and health and safety legislation.
- assist operational managers with training/testing of operatives for safety compliance, such as face-fit, safe isolation, etc.
- any other duties within your level of competence, as directed by your line manager

WHAT WE ALL NEED TO DO

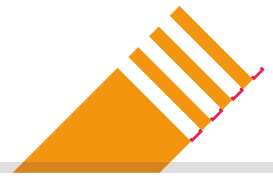
- Things can change so we may ask you to carry out other duties to make sure we continue to meet business and people needs. We'll consult you first and always make sure any different duties are in line with your post and salary
- If you access commercially sensitive or personal information that may be covered by the Data Protection Act you must maintain confidentiality in line with our policies and procedures. Let your manager know if you aren't clear about anything
- We are an inclusive and diverse business. To help us achieve our vision of improved lives we all live by four main values: passion, openness, respect and trust. You'll need to familiarise yourself with and work within our equality and diversity and people management policies to help make sure we deliver excellent customer service
- You'll play an important part in making sure we continue to maintain and even exceed customer expectations, performance and compliance standards. At the same time you'll seek best value for money in every part of the job
- We have policies in place to ensure the health, safety and welfare of all staff and those we work with. We monitor and review these policies to help make sure we provide the right level of resources and training. You'll need to understand your responsibilities for services and for each other and maintain quality standards
- You'll need to carry out any personal development activities which will support you in your job and help you continually innovate and reach your full potential

OUR COMMITMENT

We want to make sure you have everything you need. If you are disabled we'll do our best to make sure you have any aids, adaptations or equipment so you can carry out your job.

I've received a copy of this job description and am happy with my responsibilities.

Signature:..... Date:.....



Person Specification: Quality Auditor

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	Conversant with all Microsoft Office applications (word, excel, power point, projects, teams etc)	AF/I/QC
	Current Gas (CCN1, Cenwat, Htrs, Ckrs) - Essential	AF/I/OC
	Current Oil (101, 105e, 600a) – Willing to work towards	AF/I/QC
	Solid fuel (H003, H006, H004, H009) – Willing to work towards	AF/I/QC
	Commercial Gas (CoDNC01, CDGA1, CIGA1, ICPN1, TPCP1a, TPCP1) - Willing to work towards	AF/I/QC
	IOSH Managing Safely - Willing to work towards	AF/I/QC
	Fire Warden – Willing to work towards	AF/I/QC
	1st Aid Trained – Willing to work towards	AF/I/QC
Experience, knowledge, skills and qualities	Experience in issuing, following up and closing corrective actions	AF/I
	Experience in dealing with external auditors	AF/I
	Experience of working and communicating with a diverse range of people	AF/I
	Experience of writing and presenting reports	AF
	Knowledge and experience of operational activities within Gas, Electrical and Construction industries.	AF/I
	Management of health and safety on site.	AF/I
Skills and abilities	Computer literate	AF/QC
	Meticulous attention to detail	AF/I
	Excellent verbal and written communication skills	I
	Ability to work independently and to take responsibility for own tasks	I
	Able to organise own workload and prioritise tasks effectively	I/AF
	Effective learner & agile thinker	I/AF
	Ability to establish and maintain relationships at all levels	AF/I
	Hold a current valid driving license.	AF/QC
Personal Qualities	A strong commitment to high quality customer service	I/AF
	Approachable	I
	Driven by achievement	I
	Have a can-do approach	I
	Support colleagues by sharing information and expertise	I
	Seek to make improvements, efficiencies and look for new opportunities	I/AF
	Embrace change	I/AF
	Ability to establish effective working relationships and to quickly gain the confidence of others	AF/I