

## Job Description

---

**Job Title:** QSHE Engineer  
**Grade:** E4  
**Salary:** £30,000 - £35,000 (dependent on experience)

### Purpose of the Role

To contribute and manage the implementation and on-going maintenance of Quality, Health & Safety and Environmental requirements across Exsel programmes, projects & processes

### Key Responsibilities

#### General

- Promotion of continual improvement within Exsel and act as a catalyst for appropriate culture change
- Enforcing the importance of adhering to processes and procedures
- Understanding of Quality and Safety management tools/techniques
- Ability to collect and analyse data to establish and prevent root cause
- Ability to conduct basic audits and reviews of Quality, H&S and Environmental compliance
- Participate in continuous improvement activities within the company
- Responsible for customer engagement with respect to Quality, H&S and Environmental aspects

#### Competencies

- Competent in the use ERP systems
- Competent in practical application of quality management tools and techniques on the shop floor
- Competent in reading/interpreting engineering data and drawings
- Ability to undertake presentation, written and IT skills commensurate with the role
- Good Interpersonal skills
- Professional conduct – customer engagement

#### Knowledge, Skills and Qualifications

- Skilled in at least 1 core competency and able to increase skills in others with training
- Trained and competent auditor
- Health & Safety Certificate from a recognized training provider
- ONC/HNC or equivalent in an engineering discipline

#### Experience

- Previous experience of Quality / Health & Safety / Environmental systems practitioner in an engineering design/manufacturing environment
- Experience in military or civilian design and manufacturing sectors
- Defence or Aerospace experience (desirable)

#### General

- Ability to work as part of a team
- Ability to act using own initiative
- Produce reports and presentations where relevant and/or necessary
- Participate in management meetings

August 22

- May be required to travel and work off-site at Exsel or customer/supplier sites
- Ability to work outside core hours occasionally with no restrictions
- The job holder will have a current driving licence
- Must meet security vetting criteria

## **Specific Core Competencies**

*This role has the specific core competencies dependent on whether the role is focused on Quality, Health & Safety or the Environment.*

### **Quality**

- Has authority to stop the delivery of products or services where non-conformity to requirements is known or suspected.
- Manage non-conforming material reporting (NCR) and undertake root cause analysis.
- Support root cause investigations in conjunction with shop floor and engineering teams.
- Undertake internal audits to ISO 9001:2008. Conduct process conformance audits.
- Conduct random physical product conformance inspections and checks.
- Conduct First Article Inspections and take responsibility for relevant quality document sign offs.
- Support supplier and sub-contractors audits.
- Support customer and other 3rd Party audits/visits.

### **Health and Safety**

- Has authority to stop/prevent any actual or potentially dangerous activity/operation being undertaken by Exsel employees, visitors, contractors and other third parties.
- Take personal responsibility for Health & Safety aspects in relation to working relationships and practices.
- Support project-based activities undertaken off-site requiring Quality and Health & Safety involvement.
- Support as appropriate, Occupational Health & Safety and COSHH Risk Assessments.
- Assist with accident investigations or inspections, initiate RIDDOR actions as and when required.
- Advise on Health, Safety and Environmental Legal Compliance including appropriate ACOP's.
- Conduct monthly H&S site assessment reports.
- Support customer and other 3rd Party audits/visits.

### **Environmental**

- Conduct, as appropriate Environmental aspect and impact evaluations.
- Provide ISO14001 advice and guidance to Operations Manager.
- Provide advisory support to project design, manufacturing and support engineers with respect to Environmental design aspects.
- Support the generation of H&S and Environmental project plans.
- Support tender and costing proposals from an Environmental perspective.
- Manage and reporting of components that are non-compliant against RoHS and REACH requirements.
- Conduct monthly Environmental site assessment reports.
- Support customer and other 3rd Party audits/visits.