

## Job Description

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

### Purpose of the Role

To manage & maintain the Quality Assurance requirements of the Exsel Group Integrated Management System. To have a keen interest in training and developing H&S and Environmental competencies.

### Key Responsibilities

#### General

- Promotion & participation in the continual improvement of the Exsel quality system
- Enforcing the importance of adhering to processes and procedures
- Understanding of Quality management tools/techniques
- Ability to collect and analyse data to establish root cause, following up effective robust corrective and preventive actions that prevent recurrence
- Manage non-conforming material reporting (NCR)
- Has authority to stop the delivery of products or services where non-conformity to requirements is known or suspected.
- Ability to conduct detailed internal audits to ISO 9001:2015.
- Conduct random physical product conformance inspections and checks
- Conduct First Article Inspections and take responsibility for relevant quality document sign offs
- Responsible for customer engagement with respect to Quality
- Support customer and other 3rd Party audits/visits
- Provide advisory support to Project Design, Engineering and Manufacturing
- Conduct quality related tender activities, including costing, proposal and submission
- Ensure that all quality aspects of projects meet the specified requirements from start to completion of the project
- Monitor and manage input to KPIs
- Act as a catalyst for appropriate culture change

### 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
- Ability to compile Quality Plans
- Good Interpersonal skills
- Professional conduct – customer engagement

### Knowledge, Skills and Qualifications

- A certificate in Quality Management or a good quality background and training
- Trained and competent auditor to ISO 9001:2008
- Competent in most of the key competencies above
- ONC/HNC or equivalent in an engineering discipline
- Willing to train and develop health, safety and environmental competencies

## Preferred Experience

- Previous experience of Quality 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
- 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