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| **Job Title:** Assurance Administrator |
| **Business Unit**: Asset Optimisation – Assurance |
| **Reports to:** Quality Assurance Manager |
| **Reports:**  0 |
| **Function of Role:** As the Assurance Administrator, you will play a key role in managing and maintaining the quality management systems (QMS) of the business. |

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| **Key Accountabilities:*** Ensure the Quality function is carried out effectively at all levels and in line with the documented processes and procedures.
* Managing and updating the document control databases.
* Performing internal audits according to schedules and in line with auditing requirements, including corrective action management and verification of effectiveness.
* Ensuring the Business Management System (BMS) Sharepoint is regularly updated.
* Participating in cross functional project teams to support development of qualitysystem updates and continual improvement projects across the business.
* Create training materials to support the roll out of new procedures and quality activities.
* Ensure quality activities meet with and integrate with organisational requirements for quality management, health and safety, and environmental policies.
* Support in root cause analysis of incidents and non-conformances.
* Other duties as directed by the Quality Assurance Manager.
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| **Are You the Right Person for this Role?** |
| **Essential Knowledge, Skills, and Experience:*** Strong numeracy, data accuracy and IT ability, including intermediate MS Office skills.
* Confident written, verbal and in-person communication skills.
* Proactive in your approach to your workload.
* Works on own initiative and manages own tasks through to completion and deadline.
* Experienced administration skills with the ability to work quickly, accurately and methodically.

**Essential Behaviours:*** A positive, highly motivated team player with a “can do” attitude who can work with people at all levels of the business.
* Able to build and maintain strong working relationships across the business at all levels.
* Integrity, and ability to maintain confidentiality.
* Good interpersonal skills with the ability to communicate effectively, both verbally and in writing.

**Essential Skills / Qualifications:*** Ability to write detailed procedures/instructions.
* Experience with Microsoft Office at an intermediate level (i.e. Word, Excel, PowerPoint Outlook).
* Knowledge of good documentation practices to meet compliance with legal and regulatory requirements.

**Desirable Experience:*** Knowledge of ISO 9001:2015.
* Experience in maintaining a Quality Management System.
* Root Cause Analysis techniques such as 5 Why, Ishikawa and Cause Mapping.
* Engineering, utilities, or manufacturing background.
* Knowledge of Integrated Management systems for Quality, Safety and Environmental.
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| **What can we offer you?** |
| As a private utilities company providing water and wastewater services to 1000+ MoD establishments across England and Wales, Ancala Water Services aims to revolutionise the operation of the water services industry.You will be joining a company that takes pride in delivering high-quality services to our clients whilst improving the environment and communities that we work in. We are dedicated to using the skills and experience of all Ancala Water Services employees to drive future growth and development in relevant markets. You will be an integral part of the companies’ development and will play a significant part in helping the company to improve revenue, reduce inefficiencies and deliver fantastic customer service. **Benefits:*** Bonus potential
* Generous work-based pension
* Life assurance
* Westfield Healthcare for individual and all dependents under 18
* Enhanced company benefits
* Paid volunteering days
* 25 days holiday, plus bank holidays
* Your birthday off every year as an extra paid day off
* Buy/Sell Leave programme.
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*Ancala Water Services is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*