



## Job Description – Head of Quality and Environment

<b>Job title:</b> Head of Quality and Environment	
<b>Main purpose of job:</b> Reporting to the leader of the UK division, the Head of Quality and Environment is responsible for managing all quality and environmental initiatives to raise the performance of AAMP brands. Responsible for the creation and ownership of a Company-wide quality management system (QMS) for the UK region, with additional responsibility for Environment, the Head of Quality and Environment, implements measures, checks and audits to improve processes that lead to a continuous improvement in quality and environmental performance, and provides tools to ensure legal compliance as well as compliance with, and the management of, Company accreditations. This role ensures quality control and consideration of environmental impacts in the design, production and testing of AAMP products. The Head of Quality and Environment holds all relevant departments accountable for meeting standards and deadlines associated with E and QMS.	
<b>Department:</b> Quality	<b>Location/Office:</b> Kingswinford
<b>Position reports to:</b> Managing Director	<b>Length of contract:</b> Permanent

<b>Key Responsibilities</b>
<ol style="list-style-type: none"><li>1. Overall ownership and responsibility for the structure and content of the Quality and Environmental Management System</li><li>2. Responsible for the implementation, maintenance, and continuous improvement of the Quality and Environmental Management System documentation to meet the business needs.</li><li>3. Development, implementation, revision, and maintenance of quality and Environmental standards &amp; associated records to ensure compliance to current ISO9001:2015 and 14001: 2015 certification.</li><li>4. Liaise, lead, and implement other relevant standards as identified as required.</li><li>5. Responsible for ensuring the company certification programme is maintained.</li><li>6. Hosting audits and responding to audit findings within the required timescales</li><li>7. Design and implement company Internal Audit Schedule</li><li>8. Conduct internal audits in accordance with the Internal Audit Schedule</li><li>9. Advise and if necessary, carry out Supplier and associated Sub Supplier audits as and when deemed as required.</li><li>10. Owner of the CAPA (Corrective Action and Preventative Action ) programme</li><li>11. Responsibility for supplier product non-conformance records and reports to the Management Team areas of risk/noncompliance providing solutions where possible.</li><li>12. Manages and reports to the leadership team on customer complaints trending and analysis.</li><li>13. Provides guidance and support to the Management Team in aspects of the business as required.</li><li>14. Support engineering efforts by setting the standards for quality assurance and environmental compliance in all projects.</li></ol>

15. Design procedures for process control.
16. Implement metrics for monitoring product quality and the environment.
17. Interface with vendors, customers, department leadership teams, and suppliers to ensure quality control and environmental compliance at every level of product development.
18. Involvement in business projects as and when required.
19. Actively seek to improve processes, working with relevant stakeholders
20. Other ad hoc duties and project work as requested by management.

### **The Person**

- Significant experience in a Quality & Environment Manager or SHEQ role.
- Certified internal auditor or of long-standing demonstrable experience
- Extensive working knowledge of ISO 9001:2015 and 14001:2015
- Excellent attention to detail
- Effective communication skills at all levels/with all stakeholders
- Problem solving skills.
- Project management skills
- Exceptional organisation and planning skills
- Proven practical experience of managing an EQMS.
- Results driven professional that can hold project teams accountable for both quality and timelines.
- Cross-cultural awareness.
- Ability to quickly adapt.
- Experience of working with far Eastern suppliers
- Experience in ERP systems such as NetSuite is desirable.
- Computer literate – proficient in the use of Microsoft office
- Knowledge of the automotive industry is desirable.
- Experience in a fast paced, dynamic organisation
- Desire to understand strategic direction of the business.
- Able to work autonomously and exercise discretion