

**Swan Housing Association / NU living
JOB DESCRIPTION**

Job Title:	Quality Engineer	
Section:	Modular Factory	
Reports to:	Engineering, Technical & Quality Manager	Salary: £30k
Responsible for:	Quality	
Location:	Nu Living Factory Basildon	
Main Purpose of Job		
<p>Working at the factory with Engineering and Production Teams, this role seeks to ensure that our Modular new build homes are built to the highest standard. You will ensure that Quality Assurance (QA) procedures are followed at every stage of the build programme, making sure that our new homes satisfy the most demanding customer's expectations. You will also be key in the lessons learnt process, actively contributing to the improvement of our QA procedures and internal policies and processes.</p>		

Principal Accountabilities
<ul style="list-style-type: none"> • To ensure the works at the factory are carried out in compliance with all required modular standards such as specifications, plans and contract documents and relevant statutory and best practice. • To closely monitor all interim programme milestone targets and report back to the project team of any concerns. • To pro-actively identify quality issues and bring to the attention of the ET&Q Manager. • To pay regular visits to the modules and undertake regular inspections both at the factory and at site as requested. • Quality check of modules before they leave the factory. • To ensure that all issues are correctly reported and concluded. • To attend quality checks and handovers of the works delivered through the programme. This will involve visiting sites, checking work against contract specification and industry best practice, liaising with the sub-contractors, contract administrators and project manager and feedback/escalation of information/problems as necessary. • To work closely with the ET&Q Manager to drive continuous improvement through KPI's. • To keep accurate and accessible records documenting progress against the Quality

Assurance procedures inline with BOPAS accreditation requirements.

Health & Safety

Under the Health & Safety at Work Act you have to ensure the Health & Safety of yourself and others who may be affected by what you do or fail to do. This includes colleagues, clients, public and contractors. The Act applies to all work activities and premises and everyone at work has responsibilities under it.

You must co-operate with any work place Risk Assessments and draw any perceived problems to the attention of your line manager.

In addition to the general obligations of all employees under the Health & Safety at Work Act, you have a duty to undertake periodical review and Risk Assessments of your operational areas as it affects staff, clients, public and contractors.

The Risk Assessment includes all aspects of your responsibilities as covered by legislation. These Risk Assessments will be recorded and identified problems dealt within appropriate time scales. Records to be maintained of all work undertaken which is a requirement of Health & Safety Law.

This job description accurately reflects the requirements of the job at the time of writing but may be subject to change from time to time to meet the changing needs of the Association.

SWAN HOUSING ASSOCIATION

PERSON SPECIFICATION

JOB TITLE: Quality Engineer

LOCATION: NU Living Factory, Basildon, Essex

Your application should address all the requirements of this person specification. This specification will form the criteria on which suitability for short-listing for interview will be judged and will form the basis of questions to short-listed candidates.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		Relevant construction based NVQ
EXPERIENCE AND KNOWLEDGE	Strong track record of quality control experience in a manufacturing environment Determining what is a quality concern and why it needs reporting Root cause analysis	Modern methods of construction experience Knowledge of health and safety legislation Knowledge of building regulations and construction best practice Excellent demonstrable DIY skills
SKILLS AND ABILITIES	Able to accurately describe observed quality concerns Ability to communicate with a wide range of people in a professional manner Ability to work independently without supervision IT literate (MS Office) Good customer relations skills Full clean driving licence Self-motivated, performance driven with initiative to assess complex situations and make decisions quickly and effectively and deliver excellent customer service.	

	<p>Demonstrate contribution towards Swan's Mission To deliver effective services, enterprising solutions and exemplary homes and communities</p> <p>Be customer focused</p> <p>Be honest, open and accountable</p> <p>Have a "can do" approach and accept responsibility</p> <p>Have new ideas and always seek to improve</p> <p>Adhere to company policies on environmental issues.</p> <p>Adhere to company policies on H&S.</p> <p>Adhere to company policy on equality & diversity.</p>	
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