

QUALITY MANAGER (WATER QUALITY)

Portsmouth Water provides high quality public water supplies to a domestic population exceeding 698,000, as well as many important industries, large defence establishments and varied commercial businesses. We have a long tradition of providing safe drinking water of the highest quality from our springs, wells, boreholes, and surface water sources.

We have a unique and exciting opportunity to join our Water Quality team as the Quality Manager to manage the Quality Management System (QMS) for our laboratory and sampling teams which are accredited to ISO 17025 and Drinking Water Testing Specification (DWTS).

Typical Tasks and Responsibilities

- Lead the maintenance of the Quality Management System (QMS) to meet ISO 17025:2017 requirements
- Supervise the creation, maintenance and management of all Quality Management documents
- Manage the Corrective and Preventative Action (CAPA) system including root cause analysis, and analysis of trends
- Ensure laboratory staff are aware of the principles of the Quality Management System, and of the relevance and importance of their activities
- Provide Quality Management training as appropriate to laboratory personnel
- Act as point of contact with the accreditation authorities, including arranging and planning for the annual assessment, and maintaining the paperwork

- Schedule, carry out/supervise internal audits, monitor performance of the Quality Management system
- Develop and maintain the accompanying documentation in compliance with United Kingdom Accreditation Service (UKAS) requirements
- Reporting and management of proficiency schemes
- Preparing and hosting regular meetings with Water Quality staff
- Responsible for definition of the sampling programme to meet regulatory requirements
- Responsible for the preparation of regulatory reports for key stakeholders including the Drinking Water Inspectorate DWI, Environmental Agency EA and other external bodies

Skills and Experience

- A relevant degree (or equivalent) and hold Chartership status of a professional body including a current Continued Professional Development
- Understanding of ISO 17025 or relevant equivalent ISO standard
- Experience working in quality assurance within an accredited laboratory
- Ability to prioritise tasks; demonstrable organisational ability with proven ability to meet deadlines
- Strong attention to detail

CONTINUED

£40,209 to £44,619

**COST OF LIVING RISE PENDING JULY
(GRADE 8)**

We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

We actively support equality, diversity and inclusion and encourage applications from all sections of society.

The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

If applying externally please include your CV and salary expectations.

 **Human Resources, PO Box 8, Havant PO9 1LG**

 **jobs@portsmouthwater.co.uk**

 **portsmouthwater.co.uk**

CLOSING DATE: 9 JUNE 2023



We have ambitious plans for the future and plenty of opportunities for further development, so are looking for an adaptable, solution oriented individual to join us on our transformational journey.

You can make a real difference as part of a growing organisation of circa 300 employees.

Please do not be deterred from applying if you do not have all the criteria listed above – what is more key is a willingness to learn and engage with new activities.

For any informal queries or an informal discussion about this great opportunity ahead of applying, please contact Carol Lucas: carol.lucas@portsmouthwater.co.uk

Early applications are encouraged as we reserve the right to close the advert once sufficient submissions are received.