

ISO Compliance and Projects Officer - South Cerney

Summary/ Main purpose

- Responsible for business accreditation across all departments for ISO 27001 & 9001 standards, internal & external audits and maintaining audit schedule.
- Report to top management on the performance of the QMS & Security Management system (e.g., Results of quality/security audits, corrective actions), including the need for improvement
- Adhering to company policy and working to the company ISO Quality Management system (9001 certification) and company Security Management system (27001 certification) at all times
- Work closely with the Chief Information Officer to support key projects within the business
- Perform tasks necessary to keep a project running smoothly, such as records keeping, resource coordination, scheduling, and ensuring compliance with ISO governance and safety regulations

Duties & Responsibilities

- Maintenance of the QMS & ISMS, assisting in policy creation, audit schedules and other requirements. Liaise with Chief Information Officer and Heads of departments on expectations for ISO.
- Keep abreast of ISO 9001 & 27001 Standards and any forthcoming changes
- Managing and maintaining ISO helpdesk
- Organizing and chairing required number of management review meetings.
- Be available to assist and advise with procedural documentation for all departments as necessary.
- Arranging and overseeing external audits with ISO auditors.
- Ensure any changes / amendments to any ISO information are communicated effectively to all employees
- Support Chief Information Officer in planning, coordinating project control, resource loading, finance, and risk management
- Delivery focused - achieve internal time frames as set, delivery is vital to our success.
- Tracking group project KPIs and key deliverables.
- Provide project management support for a number of smaller projects.
- Operating project change control procedures.
- Facilitating and coordinating meetings.

- Relationship driven - the best way to get things done, is by maintaining open, honest and friendly lines of communication, both with clients and within the business.
- Create report packages for communicating project status to key stakeholders.
- Detail orientated - often the success of a project can hinge on the smallest of details, attention to detail is key when it comes to catching requirements and changes.
- Ensuring projects are compliant with established QA standards / processes

Closing Date: 24th March 2023

