



We are the UK's foremost designer of commercial lighting solutions. For over 30 years, our passion for developing and manufacturing energy efficient luminaires and controls has seen us deliver our portfolio of lighting solutions to some of the UK's most innovative businesses.

Our UK design and manufacture has always been driven by pioneering research and development. Each of our luminaires is crafted from design concept through to assembly at our hard working and adaptable manufacturing centre in Basingstoke, equipped with the latest robotic technology.

We are currently recruiting QSE Manager. If you want an opportunity to grow and develop with us and enjoy working in a hardworking and committed environment please apply. In return we offer a competitive salary dependent on experience.

### **Purpose**

Working across both sites at our HQ in Basingstoke you will manage systems and procedures to improve the Quality and HSE efficiencies within the plant. It is also vital that you take ownership of Market Quality activities and control rectification actions and costs.

### **Role**

Reporting to the Production Director, the QSE Manager is a role which demands attention to detail in order to maintain safety systems on an operational basis as dictated, and in accordance with H&S Regulations and best practices. As the QSE Manager it is your responsibility to ensure that procedures and policies are followed and adhered to. Providing our customers with a product that meets their expectation in a timely manner is vital to our future growth and success, as such you will need to drive a safe and quality orientated culture which breeds excellence and compliance.

As part of the role you will be required to:

- Be the Company Lead for all Quality, Safety & Environmental activities.
- Ensure you remain aligned to HSE regulations and changes; this may require additional training i.e. Mental Health First Aid (as mentioned in the Health & Safety Adviser publication).
- Maintain and ensure compliance with the latest HSE regulations at the Basingstoke HQ and Regional Offices.
- Manage the Market Quality activities i.e. Rectification process and personnel.
- Control rectifications costs.
- Achievement of KPI's.
- Introduce new policies and procedures to improve and sustain quality/control cost.
- Align to and introduce 5S as a matter of course.
- Provide Leadership to the Design & Quality Confirmation and Maintenance/Rectification Teams.
- Preparation of RAMS for off-site activities.
- Participate in both internal and external audits.
- Complete PQQ's in an accurate and timely manner.
- Visit customers on-site; investigate concerns and implement necessary actions.

- Chair HSE & Quality Meetings in line with our ISO requirement.
- Provide training in all QSE matters.
- Compile and maintain accurate records and prepare Monthly Report for Directors.

### **The Candidate**

It is important to underline that this role is part of the Management Team, as such the person must have:

- An excellent understanding of manufacturing and associated techniques (5S/Lean).
- In depth knowledge of H&S and be a Chartered member of IOSH.
- Quality Management experience within a regulated manufacturing environment.
- An excellent understanding of ISO Standards.
- Previous proven man-management experience; this should include such activities as support, leadership, discipline and performance reviews.
- Capability to make decisions and take required actions.
- Good communication skills.
- Previous audit experience.
- Excellent attendance level.
- Good organisation skills – ability to multi-task, delegate and facilitate.
- Respect for others and always ensure fairness.
- Ability to problem solve and implement suitable actions.
- A high level of competency and accuracy when writing and maintaining documentation.
- A proven knowledge of Microsoft Office is essential.
- Ability to travel at short notice and hold a clean driving licence.

**Applications to be submitted with CV to Steve Thatcher, Production Director ([stevet@luxonic.co.uk](mailto:stevet@luxonic.co.uk))**

**Closing Date 16<sup>th</sup> November 2018.**