

JOB DESCRIPTION: Consultant

Main Purpose of the Job

To implement and maintain quality, health, safety and environmental management systems to recognised international and industry standards.

Relationships

Responsible to:	Consultancy Manager, clients
Responsible for:	Own work
Liaison with:	Other Consultants, Office Manager, Administrators, Clients, Managing Director, Certification Bodies, Systems Support

Main tasks of the job

General

Implementation and maintenance of management systems in line with Project Transfer Documents. Typical work involves:

- Managing Projects as agreed in Project Transfer Meetings (see below for Responsibilities for Managing Projects)
- Internal Audits
- Management Review Meetings
- Creation and updating of Improvement Action Plans
- Writing and updating Controlled Documents (including manual, procedures, aspects register and legal registers)
- Risk assessments
- Delivery of awareness training

Managing Projects

Managing all aspects of a project when designated as a Project Manager in the Project Transfer Meeting. The following responsibilities shall apply:

- Planning a Project using the Project Workbook (within the timescales and key milestones agreed within the Project Transfer Meeting)
- Raising the Project Plan and gaining the approval of the Consultancy Manager
- Reviewing and maintaining progress against the Project Plan (updating accordingly)
- Reporting progress and escalating to the Consultancy Manager as agreed in the Project Transfer Meeting
- Completing Project Notes and accurately recording time taken
- Recording items appropriately on the Project Issues Register
- Escalating risks and issues in a timely manner (e.g. there is a risk of project over-run, cost may be exceeded or compliance standards may not be met)

- Full responsibility for co-ordination and liaison with clients for all issues regarding a project (post Project Transfer) including obtaining quotations from assessing bodies and reviewing these with clients (when part of the client Terms of Reference)
- Liaison with the client to co-ordinate all visit dates subsequent to Project Transfer
- Co-ordinating all support team activities (including Support Consultants, Sub Contractors, Document reviews, Mock Assessments and Administration).
- Clear communication with the Office Administration team to enable effective support
- Communicating key project activities (e.g. 3rd party assessments / surveillance dates and results, significant client changes, potential business risks and opportunities etc.)
- Updating the Team Meeting of Project progress.
- Ensuring all key documentation is in place at the required project stages

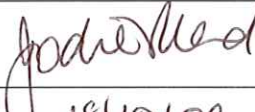
Other

- Contribute to Knowledge Transfer Sessions
- Promote other services to existing clients

Health and Safety

All consultants have achieved health and safety training to minimum of a NEBOSH General Certificate and should therefore be able to communicate details of any site specific hazards that exist above and beyond those detailed in the Project Transfer Document.

Approvals

Job Description Approved by:	Jodie Read
Signature:	
Date:	18/12/09