
Job Description – Internal QMS (ISO9001)/ISMS (27001) Auditor and Business Support Officer

Penman Consulting is a specialist consultancy company working on the hazards and risks of chemicals in the environment and to human health. Staffed by experts, with considerable knowledge and experience, we have been very active in supporting new regulatory initiatives, mainly within Europe. Most of this work has been accomplished through the management of large consortia of companies to meet their regulatory needs. Our main focus is on science led activities that enable us to propose sound solutions and advice to our clients. The company has two offices, one in Brussels and the other in south Oxfordshire.

The regulatory environment for chemical substances within Europe is about to undergo increased scrutiny and oversight, which will impact our clients and means that the company needs to be proactive and responsive to meet client demands.

The projects we have are complex, have multiple inter-dependencies, shared risks and are high profile for our business and also for our clients' businesses.

The Role

Penman Consulting is recruiting an Internal Auditor/Business Support Officer to join its expanding team. The major focus of the role will be the management and further development of the Penman Consulting QMS and execution of the internal audit program as an independent auditor. Additionally, there will be the opportunity to develop Business Administration/Management skills by supporting the General Manager in other operational areas of the group.

The permanent role will be flexible and will adapt to the skills of the job holder allowing significant scope for further professional development arising from the growth of the business and the progression of the individual. The jobholder will be expected to continue learning through internal and external channels for approximately 10-20 % of the jobholder's overall time. The direction of this personal development will be discussed and agreed with the jobholder's mentor, currently the General Manager.

Penman Consulting runs a Quality Management System (ISO 9001) and an Information Security Management System (ISO 27001) with which all employees are expected to comply, contribute to and build upon. You will work closely with Penman Consulting staff providing relevant expertise and training, with a view to promote continual improvement and business excellence.

The successful candidate will have an interest in further developing their career within Quality Assurance/Business Management whilst working closely with a multidisciplinary team with Project Officers, Regulatory Scientists, Toxicologists, Environmental Scientists, and IT specialists. As Penman Consulting is an outward looking organisation the jobholder will be expected to assist in the continued development of the company.

Areas of responsibility

Note: some of these areas will require orientation and training before the jobholder is fully functional. This will be initiated as soon as the jobholder is in place with a clear plan of action and target dates.

1. Maintain and develop Penman Consulting's QMS/ISMS ensuring ISO9001 and ISO27001 compliance.
2. Manage and execute the internal audit programme and conduct independent audits of the Penman Consulting QMS and ISMS. Assist in the hosting of external BSI audits.
3. Report deficiencies and opportunities for improvement to the General Manager and Directors.
4. Proactively manage the oversight of audit findings, responses, and corrective actions.
5. Facilitate development and maintenance of documented business processes and subsequent training.
6. Build on the current systems and provide oversight to track all training within Penman Consulting.
7. Produce transparent metrics on QMS/business performance to inform the whole company.
8. To be the primary contact point for Penman Consulting personnel regarding the business processes.
9. Provide training and advice on ISO matters and the business processes to Penman Consulting staff.
10. Encourage an environment of knowledge sharing, personal development and continuous improvement.

Personal Profile

Essential

Experience auditing to ISO9001 standards and hosting BSI/External Auditor inspections.
Able to work independently and with some autonomy.
A desire to drive business operational improvements and efficiencies and to confidently report audit findings to Senior Management.
Fluent in English (an additional EU language would be an advantage).
Excellent interpersonal skills. A good attitude to team working.
Good organisation skills and attention to detail.

Desirable

ISO Auditor accreditation/qualification, or similar.
Business related qualification.
Experience auditing to ISO27001 standards.
Knowledge of EU and UK-REACH Regulations.

Candidates must have the legal right to work in the EU or UK

Training

Training will be provided on aspects of the company and IT systems.
Penman Consulting has a policy of staff training and personal growth, with time made available to attend conferences and courses (online and external).

Compensation

A competitive salary for the position will reflect the experience of the successful candidate and responsibilities within the company.
Benefits include a generous holiday allowance, healthcare coverage and a bonus scheme.
Exact terms are dependent on the job location and local contract (Belgium or UK).

Location

When current conditions allow – **Brussels, Belgium** or **Wantage**, Oxfordshire, UK, with home working. Candidates must have a safe space in which to work and an internet connection with a download speed of >20Mb/s.
The company will provide all IT equipment and help set up a home office to company standards.