# Assurance Manager (Contract)

The role of the Assurance Manager will be to enable a large project to achieve and maintain internal, supply chain and 3rd party compliance obligations (ISO 9001, ISO 45001, ISO 14001, ISO 1090, ISO 3834, IPSA (Industry Personnel Security Assurance), specific client requirements and legal/statutory requirements, through the completion and management of assurance activities and provision of subject matter expert advice.

Specific Areas of Responsibility

- ✓ Provide governance over the production, maintenance and use of NIS policies, processes, and procedures, ensuring that compliance obligations are met, and demonstratable.
- ✓ Keep abreast of changing 3rd party requirements which impact the project documentation and IMS, ensuring the relevant stakeholders are aware and remain compliant.
- ✓ Create, maintain and deliver a programme of internal audits in line with NIS, client, ISO and 3rd party requirements, reporting findings into the relevant stakeholders and Assurance Manager.
- ✓ Review audit findings and trends, advising relevant stakeholders of risks and opportunities, areas for improvement and compliance obligations.
- ✓ Contribute towards supply chain quality management through the completion of supply chain assessments/audits and 360 reviews.
- ✓ Facilitate client audits for the project, ensuring the organisation of appropriate stakeholders and ensuring that findings are delegated and closed effectively.
- ✓ Provide governance activities for EUP project internal and external non-conformances, ensuring that NCRs being raised are clear, root cause analysis and preventative actions are implemented and effective.
- ✓ Share NCR data, potential or known trends and improvement suggestions with the appropriate stakeholders.
- ✓ Present project data to the Assurance Board and Management review in line with the ISO standards and business needs.
- ✓ Escalate risks and opportunities to the relevant stakeholders to ensure understanding, awareness and appropriate action.