



Head of Quality – Tiflex Ltd

Aim:

The Head of Quality’s role is to ensure that the product and service Tiflex provides is fit for purpose, is consistent and meets both external and internal requirements. This includes legal compliance and customer expectations.

The Company:

Tiflex Ltd is an integrated manufacturing and sales business with a long history in the production of rubber and cork products which has grown into a multidisciplinary solutions organisation. Tiflex operates four divisions: Industrial, Flooring, Rail Products and Services and Leisure.

Tiflex Ltd is based at Liskeard in Cornwall, has an annual turnover of around £17M and employs in the region of 150 people. It is a member of the James Walker Group of companies. The James Walker Group is a dynamic global manufacturing organisation that supplies a vast range of products and services. With an annual turnover in excess of £180 million.

Nature of work undertaken:

The role is concerned with monitoring and advising on the performance of the quality management system, producing data and reporting on performance, measuring against set standards.

You will need to liaise with other managers and staff throughout the organisation to ensure that the quality management system is functioning properly. Where appropriate, you'll advise on changes and how to implement them and provide training, tools and techniques to enable others to achieve quality standards.

Responsibilities:

- maintaining quality procedures, standards and specifications
- reviewing customer requirements and making sure they are met
- working with purchasing staff to establish quality requirements from external suppliers
- setting standards for health and safety
- making sure that manufacturing or production processes maintain compliance against ISO9001 standards
- defining quality procedures in conjunction with Production and Technical staff
- setting up and maintaining controls and documentation procedures, including drawings approval and material tolerances
- monitoring performance by gathering relevant data and producing reports
- making suggestions for changes and improvements and how to implement them
- using relevant quality tools and making sure managers and other staff understand how to improve the business
- making sure the company is working as effectively as possible to keep up with competitors.

Required knowledge, qualifications and skills:

Essential	Desirable
HNC in Engineering	Degree or HND in Engineering or manufacturing
ISO9001:2008	Internal auditing ISO 9001
Experience in quality control roles	NEBOSH general certificate or Diploma
Strictly adheres to set standards and regulations	Experience in Lean manufacturing / Six Sigma
Good interpersonal skills	Experience in environmental science
Excellent numeracy and literacy skills	Experience in safety management
Positive attitude to health and safety	Project management skills
Effective communication skills at all levels	Ability to take responsibility for own actions
Practical hands on approach	Ability to problem solve
Team worker	
Ability to work in challenging role	

Ability to work in factory environment	
Flexible with hours	
Office based but overseas travel may be required	
Full UK driving licence	

Applications to:

HR Manager
Tiflex Limited

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