

**ROLE TITLE:** Internal Auditor – ISO 9001, 14001, 45001

**Reports to:** Senior Quality Officer

**Direct reports including contractors:** 0

**Indirect (“dotted-line”) reports including contractors:** 0

**Budget:** Nil

**Internal Key relationships:** Senior Quality Officer, Health, Safety & Environmental Manager

**External Key relationships:** BSI certification body

### **ROLE PURPOSE:**

The Internal Auditor plays a critical role in driving excellence across the business, with a focus on leading and delivering the internal audit programme for our ISO 9001, ISO 14001, and ISO 45001 Integrated Management System. This is a high-impact role, responsible for independently planning, managing, and conducting audits across quality, environmental, and health & safety areas—ensuring strong compliance, uncovering opportunities for improvement, and delivering meaningful, value-added outcomes.

### **MAIN ACTIVITIES:**

#### General:

- Plan, schedule, and deliver internal audits across all relevant departments and processes in line with the audit programme.
- Ensure all audits are conducted impartially and objectively, with findings that are clear, evidence-based, and actionable.
- Assess compliance with ISO 9001, ISO 14001, and ISO 45001 standards, as well as applicable legislation and internal requirements.
- Identify non-conformities and opportunities for improvement, support root cause analysis and trend/pattern analysis of audit findings.
- Ensure all audits are completed on time, with results clearly communicated and reported to management in a structured and timely manner.
- Provide guidance and recommendations for corrective and preventative actions and monitor their implementation to ensure effective and timely resolution.
- Escalate overdue actions to Heads of Departments and Senior Leadership Team (SLT) as needed.
- Prepare clear, concise audit reports and present findings to Heads of Departments and relevant forums (e.g. Quality Council).
- Support readiness for, and participation in, external certification and surveillance audits.
- Build strong relationships with department managers to ensure audits are collaborative, value-added, and promote awareness of ISO requirements.

- Promote a positive quality, health & safety, and environmental (QHSE) culture across the organisation.
- Operate independently with strong working knowledge of ISO 9001, 14001, and 45001, demonstrating excellent organisational, analytical, and communication skills.

### Management and Stakeholder Relationships

- Build effective working relationships with Heads of Departments to foster teamwork during audits, promote transparency, and jointly identify process improvements or corrective actions.
- Engage with employees across all levels to build awareness and understanding of organisational processes and to promote auditing as a constructive and positive activity that supports continuous improvement.
- Collaborate closely with the Quality, Health & Safety, and Environmental teams to ensure that the integrated management system (ISO 9001, 14001, and 45001) requirements are consistently met and that best practices are implemented.
- Develop a good understanding of BSI auditors' expectations to ensure audit readiness and alignment with external audit standards.
- Work with Training & Development or HR teams to help identify any skill gaps revealed during audits and support continual competence development.
- Maintain a constructive relationship with Legal, Risk and Compliance personnel to align audit activities with the organisation's broader governance and risk management framework.

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

## PERSON SPECIFICATION

Essential	Desirable
<p><b>Qualifications/Experience</b></p> <ul style="list-style-type: none"> <li>■ Certified Lead Internal Auditor qualification (ISO 9001, 14001 and 45001)</li> <li>■ Extensive internal audit experience in research, manufacturing or industrial sectors</li> <li>■ Strong knowledge of QMS, EMS, OHSMS standards and legal compliance</li> <li>■ Proficient in MS Office</li> <li>■ Excellent report writing, communication and stakeholder engagement</li> <li>■ Experience with both onsite and remote audits</li> </ul>	<p><b>Desirable Qualifications/Experience</b></p> <ul style="list-style-type: none"> <li>■ Formal training in Integrated Management Systems</li> <li>■ NEBOSH Certificate</li> <li>■ IEMA Membership or environmental qualification</li> <li>■ CQI   IRCA membership</li> <li>■ Six Sigma and Lean training</li> </ul>
<p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> <li>■ Demonstrates ethical conduct and impartiality at all times</li> <li>■ Ability to work independently, maintain objectivity and confidentiality</li> <li>■ Ability to prioritise in a dynamic environment</li> <li>■ Strong observation and analytical skills</li> <li>■ Ability to work with multiple stakeholders</li> <li>■ Resilience and professionalism</li> </ul>	<p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> <li>■ Coaching and mentoring skills</li> <li>■ Project management skills</li> <li>■ Conflict resolution skills</li> </ul>