



## JOB DESCRIPTION & COMPETENCIES

EMPLOYEE NAME	TBC
POSITION DESCRIPTION	Quality Manager
OPERATIONAL AREA	Operations

### KEY RESPONSIBILITIES

Founded in 2013, Indra Renewable Technologies is a fast-growing electric vehicle and smart energy technology company developing innovative charging and energy storage solutions. Indra operates across two highly innovative and fast-moving industries; electric vehicles ('on vehicle' technology) and smart energy ('off vehicle technology'); developing and manufacturing smart energy products, including an electric vehicle Smart Charger, a Vehicle to Grid (V2G) charger and vehicle battery systems. We see an opportunity for Indra to play a significant role in supporting EV OEMs, energy retailers and electricity grids in the transition to decarbonising transport and homes in the UK and beyond.

#### Quality management

- Deliver, maintain and be responsible for the Quality Management System (QMS)
- Maintain accreditation to ISO9001 standards
- Identify additional standards that might offer benefit for Indra to be certified against, produce a case for certification, and where approved lead on the certification effort
- Support continuing maturation of Quality within the business, with a particular focus on Business Development and Production
- Produce a strategy for quality management and assurance that supports the ongoing scaling of the business' production capacity

#### Quality control

- Design and implement an independent QC organisation within the business, responsible for ensuring the Quality of engineering and production outputs is at the expected level

#### Compliance

- Establish best practice business processes consistent with the QMS and ISO9001 standards
- Document all processes for training and audit purposes
- Coach departmental line managers on processes and risks applicable to their areas
- Use Continuous Improvement principles to increase efficiency of processes through a regular review process

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- Regularly review data quality and integrity within processes to ensure accurate reporting
- Review and ensure accountability where relevant to ensure consistent adherence to quality and compliance, through a structured audit programme where appropriate

### **Specific duties**

- Act as the quality champion for the business, ensuring that our quality standards are well-defined and fit-for-purpose across all business functions.
- Provide training for new starters in our Quality Management processes
- Own and deliver the business' Quality Strategy
- Support project / product design reviews, acting as an independent reviewer and ensuring adherence to business processes through reviews
- Co-ordinating documentation sets to ensure information is collated and consistent across departments
- Support the gathering and management of technical documentation to keep CE files up to date
- Ensuring business process is followed in line with best practice and our quality management system

### **Qualifications**

- Degree-qualified in Engineering or related discipline, or equivalent experience
- Quality Manager training
- Internal Auditor training

### **Essential Skills**

- Good interpersonal and communication skills and the ability to work effectively in a team environment with limited supervision
- Understanding of the lifecycle, through life costs, configuration control, safety and environmental aspects of product development
- Understanding of Production processes and the application of Quality Control to them
- A proven track record of delivering technical solutions within challenging timescales
- Ability to act as a mentor to the wider engineering team, advocating good test method and rigour
- Champion safe working practices within the design process and the workplace
- Knowledge of operating within an ISO 9001 quality system
- A desire to be challenged and to contribute to the success of the business

### **Desirable Skills**



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- Design, development, implementation, test, integration, verification and validation, operation and support of engineering capabilities

### **Core Qualities**

- Personal Effectiveness: proactive, makes things happen, operates with resilience, flexibility and integrity
- Communication: shares and listens to information, opinions and ideas, using a range of effective approaches
- Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback



## JOB DESCRIPTION & COMPETENCIES

### KEY COMPETENCIES

### ROLE SPECIFIC COMPETENCIES

#### Qualifications

- Qualified Electrician

#### Essential Skills

- Good interpersonal and communication skills and the ability to work effectively in a team environment with limited supervision.
- Able to be able to hold membership of NAPIT, NIC/EIC or similar

#### Desirable Skills

- Understanding of EVSE or similar technology
- Passion for sustainability
- Knowledge of operating within an ISO 9001 quality system.
- Member of the IET

#### Core Qualities

- Personal Effectiveness: proactive, makes things happen, operates with resilience, flexibility and integrity.
- Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.
- Attention to detail.
- A desire to be challenged and to contribute to the success of the business.
- Willing to travel

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