



Maternity Cover: Part Time IMS Assistant

About the role

Due to a requirement for maternity cover, Alpha Construction Ltd are looking for a part time IMS Assistant to support our Head Office function in Derby. This will be a part time role (2-3 days per week) starting around July time for approx. 4-6 months. There is potential scope for the role to become permanent part time in the future for the right person.

As part of the Head Office team, you will initially work alongside our IMS Advisor/Manager supporting the maintenance of our Integrated Management System including company operational forms, procedures and process flow charts.

The role will also involve:

- Supporting our Internal Audit Programme (site and office processes)
- Assisting with closure of/ lessons learnt/ recording/tracking trends for Corrective Action/ Non-Conformance.
- Driving and assisting with External Accreditation renewals
- Assisting with external audits
- Supporting with completion of HSEQ prequalification's
- Ad-hoc duties such as producing safety bulletins/ memo's, production of monthly activity report and administration duties for departmental heads.

What we are looking for

Due to the ongoing Covid-19 situation, some of our Head Office staff are working remotely which includes the current IMS Advisor. Therefore, we require someone who is able to both work autonomously (without direct supervision) at times but also as part of a team. A proficient level of communication and computer skill is essential to be able to use not only MS Office software but also work with teleconferencing software.

As this role requires signification liaison with both site and head office teams, the IMS Assistant will need to be able to work effectively and accurately whilst juggling and communicating with multiple stakeholders.

The IMS Assistant will require:

- Working knowledge of ISO standards for Health, Safety & Environmental and Quality.
- Flexible and methodical approach to work

- Conscientious and reliable.
- Effectively prioritise workload in order to meet set deadlines.
- Attention to detail/accuracy.

The ideal candidate will have a background in Construction and a working knowledge of ISO 9001, 14001, 18001/or 45001 with an internal audit level qualification (UKAS Accredited/IRCA Approved)

Why work for us

The key to our success has been our commitment to meeting the ever-changing demands expected of our industry through continuous improvement in our performance and our products. We embrace best practice and achieve from it safer sites, client satisfaction, a happy and healthy workforce and a reduced environmental impact.

Our employees are essential to make this happen, and as such we have created a positive culture of continuous development and progression opportunity for all who work for us. Most of our employees have been part of the Alpha family for the majority of their careers, and due to continued growth our teams of long standing employees will only get bigger!

We are proud of our work force and have excellent relationships with our clients and sub-contractors leading to positive and productive outputs. We strive to make sure we provide our employees with a sense of satisfaction from their work and recognise achievement from all.

About Alpha Construction

Alpha Construction Ltd is a civil engineering and building contractor, formed in 1982, focused on providing safe, sustainable, cost effective solutions to clients across the UK.

The ability to work with our clients to offer innovative, high quality, cost effective solutions for their projects contributes to us building long lasting relationships and repeat business. Our level of customer focus together with a trained, professional workforce puts us ahead of many of our competitors. In celebrating over 37 years of trading we take great pride in being a local contractor with a national identity undertaking projects for major businesses and organisations across the country.

To apply, please contact recruitment@alphaconstruction.co.uk

No agencies please.