**Job Description: EQMS Administrator**

The role of the EQMS Administrator is to undertake the following overall responsibilities:

1. Ensure that processes needed for the Enterprise Quality Management System (EEQMS) are established, implemented and maintained.
2. Report to top management on the performance of the EQMS and any need for improvement.
3. Work alongside the Project Team, internal stakeholders and EQMS Trainers to effectively implement the EQMS solution.
4. Ensure the internal promotion of the EQMS system and be proactive to train and support users throughout the organization.
5. Liaise with Managers and nominated EQMS users to support their on-boarding of external users (supply chain) where appropriate.
6. Proactively liaise with the EQMS vendor re upgrades, user groups and on-going support requirements.

In more detail, the following specific actions relating to ISO 9001:2015, BRC and other standards are required:

1. Ensure that a document control procedure is adopted to approve, review and update all changes to critical documents within the scope of the EQMS.
2. Ensure that the risk register, training matrix and audit schedules are effectively maintained (by their designated subject matter experts / leads)
3. Ensure that records are established and maintained to provide evidence that the EQMS is being followed and that there is a system in place for the identification, storage, protection, retrieval, retention time and disposition of such records.
4. Ensure that the performance of the EQMS is reviewed at planned intervals to ensure its continuing suitability, adequacy and effectiveness. This review means assessing opportunities for improvement and the need for changes to the EQMS.
5. Ensure that Quality Objectives are set by top management for measuring the performance of the EQMS and that these are regularly reviewed.
6. Ensure that all new staff are inducted into the requirements of the EQMS related to their own roles and responsibilities. Provide update training as necessary.
7. Ensure that all suppliers used by the organization are selected, evaluated and re-evaluated and that records of this assessment are maintained.
8. Ensure that top management undertakes periodic but regular assessments of customer satisfaction and that consequent improvements are identified and implemented.
9. Ensure that an internal audit programme is adopted to verify that the EQMS conforms to planned arrangements, EQMS arrangements and is effectively implemented and maintained. Ensure that appropriate action is taken when this is not the case.
10. Analyse data on the effectiveness of the EQMS and evaluate where continual improvements of the EQMS can be made. This shall include data generated as a result of monitoring and measurement and from other relevant sources.
11. Co-ordinate continual improvements of the EQMS, ensuring that evidence of corrective and preventive actions taken are recorded and reviewed.