



Job Description / Person Specification

BA Officer Apprentice		
Department: Business Assurance	Company: AESSEAL plc	Job Ref No:
Reporting to: BA Manager	Location: Mill Close, Bradmarsh Industrial Estate, Rotherham, S60 1BZ	
Job Holder's Name:	Signed:	Date:
Manager's Name: David Montero	Signed:	Date:

1. Job Purpose

The position is located within the Business Assurance Department at our Global Headquarters in Rotherham. Coverage of other sites within the UK will be expected as part of the role. The Business assurance Department assure compliance in Quality Assurance, Health and Safety, Environment, Corporate Governance and CSR. The purpose of this job is to assist in the quality assurance activities.

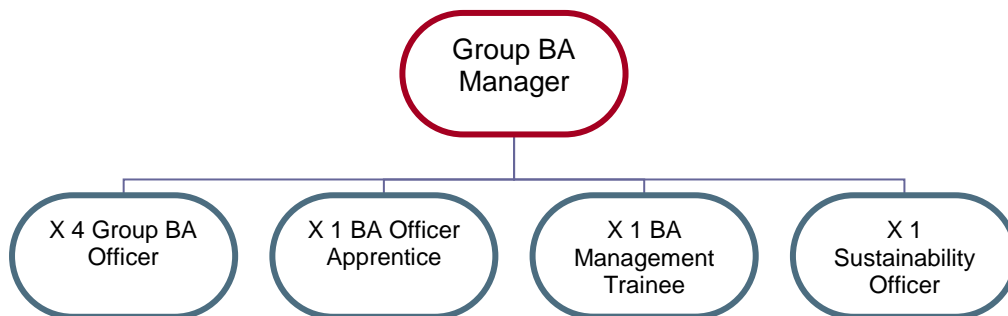
2. Job Dimensions

The purpose of this role is to assist in the quality, health & safety and environmental activities within the Business Assurance Department. This role will also see interactions with other departments, such as Production, Inspection and Design on a day to day basis. The position is located within the Business Assurance Department at our Global Headquarters in Rotherham.

Coverage of other sites within the UK is expected as the role progresses, with potential for International Travel.

The job holder will be a self-motivated, confident and analytical individual who will join the Business Assurance Department. The successful applicant will apply knowledge in a practical manner through the use of procedures and proven improvement tools and techniques whilst being able to converse on all levels.

3. Organisation Chart: (outline department organisation chart so the job holder knows exactly where they sit in the department – highlight the position in yellow)



4. Principal Accountabilities

- 4.1 Investigation of internal and external product incidents, finding the root cause by working with colleagues across all functions to implement solutions. This will include learning about the manufacturing and assembly processes, as well as all functions of the Business in order to appreciate potential causes of error.
- 4.2 Completion of vendor questionnaires.
- 4.3 Coordination and analysis of Environmental measures.
- 4.4 Help collate information and publish management reports on MoPs (Measures of Performance) for the Business.
- 4.5 Promotion and adaptation of the continuous improvement approach.
- 4.6 Assist in the full range of day-to-day departmental activities.

N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within his/her level of skill and ability.

5. Skills, Knowledge and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE grade C and above (5 and above on new system) in English, Maths, Science. • Full Driver's license 	<ul style="list-style-type: none"> • GCSE grade A in maths (7 and above).
Skills & Knowledge	<ul style="list-style-type: none"> • Communication • Self-motivated • Analytical • Problem solving • Teamwork 	<ul style="list-style-type: none"> • I.T. literate (Word and Excel).
Experience	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Previous experience in a business environment would be beneficial
Character	<ul style="list-style-type: none"> • Desire to provide exceptional customer service • Eager to assist in the continuous improvement of the organisation • Ability to promote, participate in Health, Safety & Environmental policies. • Ability to promote, embrace and manage change • Contribute to a happy working environment • Effective communicator 	

REF: xxxxxxxxxxxx

This form can be sourced from the HR Department directly.