

Career Opportunity

Job Title: Technology Manager – Healthcare (IVD)

Vacancy Ref: 10/193

Dept: Compliance and Risk

Location: Hemel Hempstead

Job Purpose:

Act as a focus within the business for activities ensuring compliance with the accreditation requirements for certification and testing activities as defined by the respective national and international accreditation bodies. This includes progressing, co-ordinating, mentoring and escalating as required.

As a Technology manager the role will also encompass:

- Carry out Independent Certification Decisions/Reviews
 - Carry out Internal Audits (for compliance and improvement) where appropriate
 - Provide Technical Training (internal and external)
 - Approval of competency codes for business
 - Provide Technical Advice – compliance issues; quality management and technical issues
 - Provide accreditation application support
 - Attend business conferences/seminars/forums as required from time to time
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Key Result / Areas:

- Conducting processes efficiently and in a professional manner.
 - Develop technical expertise by studying standards associated with normal project group to enhance own skills.
 - Specify procedures to ensure production of accurate and concise test reports that are prepared to agreed quality standards to meet client and accreditation requirements.
 - High level of effectiveness and commitment.
 - Follow quality and safety procedures to ensure compliance with the organisation's and legislative requirements.
 - Maintaining image and reputation of BSI.
 - Dealing with clients' queries on a daily basis.
 - Manage assigned work load, supervising, monitoring, directing, co-ordinating and expediting the work of assigned technicians to ensure tests are completed to agreed schedules.
 - Assist in the development of equipment for current and new areas of work to improve facilities available.
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Dimensions/Performance Measures:

- Effective maintenance of BSI's accreditation status
 - Ensuring the standards set for integrity are maintained by the business in line with Group rules
 - Ensuring that the business complies with the processes (BSI's policies and procedures) for maintaining robust certification and testing services decisions.
 - Ensuring that appropriate representation is achieved at the relevant national and international forums.
 - Effective specialist advice is delivered on a timely basis
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Key Responsibilities/Accountabilities:

- Manage the regulatory compliance interface with the respective regulatory bodies. This includes managing the external audit process and the closure of all non-conformities raised during these audits to ensure continued operation as an accredited certification and testing organisation.
- Work with the business to identify, and develop the scope of accreditation.
- Oversee the maintenance of the scoping documentation (defining BSI accreditation) issued by the respective accreditation bodies.
- Work with the business to ensure that specifications and certification protocols are appropriately developed and documented to ensure consistent service delivery.
- Work with the business to develop policies and advice of “marks” owned by BSI and to ensure that their application is consistent with the relevant contractual obligations.
- Ensure that the team, under his/her control, is appropriately developed and deployed to effectively support the function’s and business objectives.
- Assist the department in the preparation and management of budgets as appropriate
- Preparation and maintenance of agreements with technical service suppliers in conjunction with the Group’s legal department.
- Providing advice to the business in the process of developing new and revised services and products taking cognisance of the risks to the business.
- Work with the business to assess all types of business risks.
- Attend as required national and international regulatory events which have a bearing on our accreditation status.
- Assist BSI in providing general advice and guidance to all staff on risk, legal, technical, regulatory policy and procedural issues.
- Ensure BSI Group Rules, health & safety requirements and local policies and practices are being followed and addressed as appropriate

Knowledge/Skills:

- A good understanding of product certification and testing services concepts and principles
- Technical knowledge and experience in the supported business areas.
- An understanding of BSI, its role and its approach to certification and testing policies and the national and international political arenas which BSI operates in.
- A good understanding of the application of accreditation, notified body, product and quality systems standards and requirements.
- A comprehensive understanding of quality systems, philosophies and principles and internal auditing principles and practices
- An understanding of national and international developments of in certification and testing standards.
- Comprehensive understanding of assessment techniques, preferably with experience as a lead assessor.
- General knowledge of business principles and operating practices (commercial awareness).
- Ability to understand and interpret legislation.
- Basic understanding of the law relating to intellectual knowledge, intellectual property rights and trade marks.
- Good interpersonal skills, particularly communication and influencing skills
- Experience of managing a team and the ability to train business personnel
- Capable of operating with horizontal and vertical reporting lines.

Please Note: Extensive development training will be required.

Contact: Please forward CV with brief covering letter to: bsi.personnel@bsigroup.com

If an internal candidate, please advise your manager of your interest in this opportunity.

Display until: Ongoing



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