

Job Profile

Job Title:	Certification and Compliance Manager
Job Location:	Flexible with travel to Edinburgh when required.
Department:	Central Services
Reporting to:	Chief Operations Officer
Job Purpose:	The company has had ISO 9001, 14001 and 18001 since 2015. It has product certifications including CE Mark including LVD and EMC, water regulations and has full UK product certifications. It has certification in Chile and is currently aiming for UL and NSF Certification for its products. This post is to work cross company to make sure that all Company and World Product Certification is planned, well documented and achieves high quality standards.

Principle Duties and Responsibilities:

- Have a helicopter view of the whole operation and being able to effectively communicate with key internal and external relationships with the sole aim of being able to ensure a 'right first time, on time' approach to certification.
- Manage and maintain product and business processes and certifications

Product Compliance Evaluation and Certification

- In conjunction with Product Management understand the Worldwide HVAC product certifications landscape in relation to the Sunamp Product range, including:
 - General product and parts safety certification
 - Water regulations
 - Electrical regulations
 - Performance standards
 - Any other country requirements, such as building regulation requirements, product databases, etc.
- In conjunction with Product Management evaluate and develop a plan of action for new products coming to market and for country and/or local market entry
- Liaise with Sunamp Engineering/Production to understand product specifications, processes and influence design and process choices with regards to the continued certifiability of our products
- Co-ordinate information on relevant country standards, norms, regulations and legislation, such as UL, CE, UKCA, etc. and drive the compliance to such requirements
- Build on the certifications already achieved to expand and develop platforms to use for other countries and products
- Manage and maintain all product certification processes to ensure smooth implementation in different countries and jurisdictions
- Maintain, manage and develop technical construction files

Company Certification:

- Maintain and expand the current ISO qualifications for all Sunamp sites
- Work cross departmentally to expand and support the implementation of all necessary procedures and documentation
- Work with contractors and external auditors to ensure Sunamp complies with all expectations

Competencies:

- Knowledge of HVAC norms and standards and recognised good practice in the industry
- Ability to understand the 'big picture'; to understand the inter-relationships within the certification world; to set priorities and to anticipate difficulties
- Working knowledge of applying formal management system standards in a practical manner
- Supervisory experience in a challenging, fast-changing environment
- Experienced facilitator
- A well organised team player with the ability to interact in a positive manner with all levels of staff within Sunamp Ltd

Education and Qualifications

- Requires a degree in relevant discipline
- Qualified internal auditor

Circumstances

- Able to travel worldwide.
- Prepared to work flexibly within the team to ensure timely delivery of service.

Basis and Values

- Able to respect the basis of, and work with, our values, showing a commitment to, and understanding of, the Sunamp Ltd culture.

This role profile outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this role profile may be amended in consultation with the post holder.