

The Leicestershire College

Job Description

1. Job Details

Job Title:	ISO Implementation Administrator
Department:	Estates
Reporting To:	Head of Health & Safety
Competency Level:	Business Support 2
Hay Grade:	G2
Salary:	£25,266 per annum
Date of Job Evaluation:	tbc
Date:	April 2026

2. Job Purpose

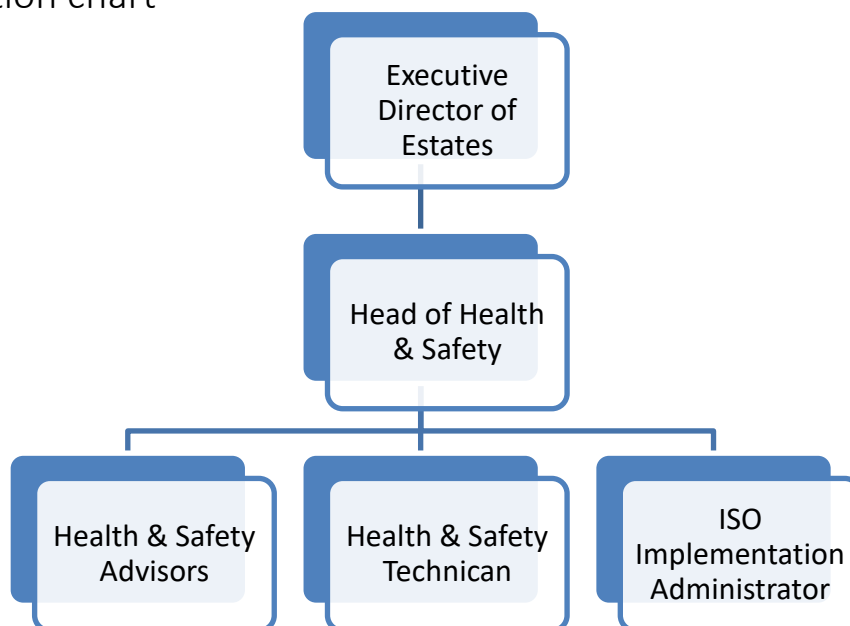
The ISO Administrator will play a crucial role in driving our college's ISO initiatives and maintaining ISO standards.

This position will be responsible for conducting internal audits to assess and ensure compliance with Occupational Health & safety, Quality Management and Environmental Management Systems which will involve working closely with various stakeholders to ensure continuous improvement, ensure alignment with regulatory and certification requirements to ensure the college's ISO targets and standards are met.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Plan, prepare, and execute internal audits in accordance with ISO 45001, ISO 9001, and ISO 14001 standards.
- Ensure all documentation on the database is maintained and updated as required on a regular basis.
- Assess compliance with QHSE policies, legal requirements, and international standards.
- Identify non-conformities, risks, and improvement opportunities, and issue detailed audit reports.
- Provide guidance and support to departments on implementing corrective and preventive actions (CAPA).
- Assist in maintaining and improving Integrated Management System (IMS) documentation and processes.
- Train internal stakeholders on ISO standards, audit processes, and best practices.
- Monitor audit findings and follow-up to ensure timely and effective resolution.
- Stay current with updates to ISO standards and relevant industry regulations.
- Arrange quarterly ISO review meetings with key stakeholders

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Work effectively with key departments and the ISO team	Fostering strong relationships, effective team working and meeting of deadlines for all ISO projects to ensure completed as per schedule
Maintain ISO accreditation	Strong organisation that meets international standards of compliance to ensure ISO accreditation retained
Evaluate compliance and performance against QHSE policies, standards and regulations	Identify gaps, risks and improvement opportunities
Support departments in implementing CAPA across operational activities	Achieve sustainable compliance and continual improvement

8. Key Working Relationships and Communications

Internal: Working with all Business and Curriculum departments.

External: Local committee engagement

9. Scope for Impact

Not applicable.

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
<p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team.</p> <p>Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas.</p> <p>Always considers longer term impact of own tasks. Identifies problems in own work area, collaborates with others to implement solutions.</p> <p>Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.</p>
Ensuring Financial Sustainability	Self-Awareness
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Manages own health, safety and wellbeing; complies with College policies.</p> <p>Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.</p>
Delivering Excellent Quality	
<p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge.</p> <p>Continually improves own performance and increases skills and knowledge.</p> <p>Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a level 3 qualification relevant to the role	•		Application/ Certificates
2.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
3.	Experience in data analysis and project management	•		Application
4.	Experience of working within operation standards	•		Interview
5.	Experience in influencing, engaging, collaborating and negotiating with both internal and external stakeholders of all levels	•		Interview
SKILLS & KNOWLEDGE				
6.	Knowledge of ISO standards	•		Application/ Interview
7.	Excellent communication and stakeholder management skills	•		Application/ Interview
8.	Ability to work quickly and accurately under pressure and to deadlines	•		Interview
9.	High level of computer literacy – proficient in the use of Microsoft Office programmes	•		Interview
10.	Ability to work flexibly as part of a team	•		Interview
11.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
12.	Be self-motivated and able to use own initiative	•		Interview
13.	Show commitment to providing excellent customer service	•		Interview
14.	Maintain and have a professional approach	•		Interview
15.	Willingness to travel to other campuses as and when it is required	•		Interview
16.	Promote the College's equal opportunities policy and practices	•		Interview
17.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in April 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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