

## **AUDITOR POSITION OUTLINE**

**Position:** NASC Full Contracting Membership Auditor – South West of England

**Reports to:** NASC Membership Manager

**Base Location:** Home

**Travel for work required in role:** Y

### **Purpose of the role (brief summary)**

To carry out desktop and site based inspections of NASC full contracting members and prospective members upon joining to determine compliance has been met with strict membership criteria.

### **Key Tasks/Responsibilities**

1. To review all information such as insurance, payroll, contracts of employment, training records, health & safety documentation, and technical documents supplied by NASC member companies via an online portal prior to site visit.
2. To make contact with NASC members, and applicants, to arrange site visits as per the existing audit timescale and communicate this information to the NASC audit administrator.
3. To travel to the auditee's premises to review pre-identified sections of the audit that require further verification.
4. To review auditee's premises and welfare facilities to ensure they are safe and satisfactory.
5. To visit live sites to inspect scaffolding to review company's systems are being implemented and to ascertain full compliance is being met with WAHR and best working practice.
6. To complete audit reports using online programme and electronically submit to NASC head office.
7. Be available to attend NASC Audit Committee meetings in London as well as other NASC meetings and events as requested.
8. To review SSIP assessments on an ad-hoc basis.
9. To undergo future CPD and training as and when requested by the NASC.

### **Main Contacts in the role, (internal & external):**

NASC Membership Manager, NASC Audit Committee Chair, NASC Members & prospective Members

**Position Holder ‘best fit’ personal profile:**

The ideal auditor will be somebody who has demonstrable experience of working for an NASC member company in a senior management role and has experience of attending NASC audits. They must have competent IT skills and are able to use electronic devices for reporting purposes.

It is vitally important that NASC auditors remain independent and as such all prospective candidates cannot be employed by an NASC member company on a PAYE basis or as an external consultant.

**Required Qualifications:**

Valid CISRS Scaffold Inspection card, SSIP Assessor programme completed/to be completed, full drivers licence.

**Required Experience:**

Minimum 10 years’ experience working in the scaffolding industry with a minimum 5 years working as a scaffolding contracts manager, experience of using Microsoft excel, internet explorer and familiar with IOS or android operating system.

**Beneficial extra qualifications, skills or experience:**

The ideal auditor will have previous Directorship experience within a contract scaffolding firm, experience of NASC audits as an auditee, and experience of temporary works design. A NEBOSH certificate in construction is highly desirable but not essential as are the following: CIEH Level 3 award in Health & Safety in the workplace, HNC Civil Engineering qualification, member of IOSH, ISO 9001, 18001, 45001 experience and a NCRQ level 6 certificate in applied Health & Safety. Experience of SSIP Schemes, and the use of iAuditor software are also highly desirable as is experience of working offshore in scaffolding.

**Fee:**

£475 per day plus expenses

Start date: February 2021

Hours: Typical audit commences on site at 8am. Finishes on site at 3pm.

Location of Auditor: South West of England

Interview dates: December/January

**November 2020**