

OPPORTUNITY

practice standards manager

KETTERING HEAD OFFICE

The Practice Standards Manager will form part of the Shared Services Senior Management Team, working closely with the Business Management, Marketing and ICT Teams at our head office in Kettering, Northamptonshire.

Location: Kettering
Job Type: Full-Time, Permanent
Hours: 38.75 per week, flexibility with start and finish times.

GSSArchitecture, one of the longest established architectural Practices in the country, is looking to appoint an enthusiastic, confident, well-organised and committed Practice Standards Manager to join our team and assist in the continued growth and profitability of the Practice of 7 Partners, 70+ staff, and seven national offices. The team and practice have been accredited to an Investors in People (IIP) Gold standard and we pride ourselves on our commitment to Sustainability and Health and Wellbeing, both in design and creating a healthy environment within which to work.

What is on Offer:

- The chance to work at a national architectural practice, with an exciting and diverse range of projects in different sectors.
- The opportunity to shape the future of our practice, working closely with the managing and senior partners.
- Opportunities for advancement, training and development.
- Agile working hours and an established Remote Working Policy.
- Practice-led Rewards and Recognition Policy alongside regular functions and events.
- Friendly and inclusive working environment.

About You:

- A positive influence on those around you.
- Excellent written and verbal communication skills with exceptional attention to detail
- Strong leadership and organisational skills and the ability to multitask.
- Adaptable, flexible, enthusiastic and positive.

Role & Responsibilities (this list is not exhaustive):

- Lead, manage and oversee all functions of the Practice Standards Team (currently a team of three).
- Act as a mentor for the bid team, overseeing resource availability and the bid library.
- Act as a mentor for the marketing team.
- Manage our Integrated Management System, including Quality Management (ISO 9001), Environmental Management (ISO 14001) and Operational Health and Safety (ISO 45001).
- Arrange and facilitate the annual Integrated Management System Review.
- Arrange and contribute to internal and external audits.
- Oversee completion of new supplier forms and pre-qualification questionnaires.
- Lead on reviewing, refreshing and updating practice quality forms and standard templates.
- Administer and maintain Practice Intranet (Microsoft SharePoint).
- Manage certification renewals including Constructionline, RIBA, etc.
- Track, manage and report on our social value contributions nationally.

Qualifications and Experience:

- Comprehensive knowledge and experience of MS Office 365, including Outlook, Word, PowerPoint, and Excel.
- A good knowledge and understanding of IMS including ISOs and/or QMS, EMS and OHSAS
- Knowledge of Microsoft SharePoint preferable.
- Relevant experience of managing teams of comparable size and scale.
- Educated to Level 3 (A Levels or equivalent).

If you would like to apply for the above position, please send your CV and covering letter to recruitment@gssarchitecture.com, quoting reference RA0105.



we are an equal opportunities employer

