



## VACANCY

### PETERHEAD PORT AUTHORITY

**Job Title:** Quality Assurance Officer

The Port of Peterhead is the most easterly deep-water harbour on the Scottish mainland and lies close to the oil and gas fields of the Northern and Central North Sea. The harbour consists of Peterhead Bay, a natural inlet protected from the sea by two breakwaters and the inner harbour which consists of a series of harbours and basins that provide facilities for the North Sea fishing industry.

Peterhead is one of Europe's largest fishing Ports. The inner harbour provides modern facilities to handle all aspects of the industry. Facilities include Port Henry Marina for small commercial fishing vessels, temperature-controlled Fish Market, Slipway that can accommodate four fishing vessels, Shiplift for maintenance and repair of two vessels, Drydock, Maintenance Workshop and an Ice Factory. Additional external facilities to Peterhead Port Authority include net repair facilities, fish box provision, freshwater and fuel.

There are three areas dedicated to energy industry service and logistics from:-

- Smith Quay / Merchants Quay at the mouth to the inner harbour,
- The North Base consisting of land space hosting storage and warehousing including the North Breakwater.
- The South Base consisting of the South Breakwater, land and warehousing and the Princess Royal Jetty.

The Tanker Jetty is located close to the South Breakwater and was built to import fuel to the nearby Peterhead Power Station. The Jetty is designed to accommodate tankers up to 40,000 dwt but is also used for offshore industry vessels and cruise liners.

Peterhead Leisure Marina is situated in the south-west of the bay and provides pontoon berthing for 160 leisure craft.

**Job Description:-**

As a Quality Assurance Officer at our port facility, you will play a vital role in maintaining and improving the quality standards of our operations. You will be responsible for implementing quality assurance processes, conducting inspections, and ensuring compliance with regulatory requirements connected to the Fish Market and wider port operation. Your attention to detail and analytical skills will be instrumental in identifying areas for improvement and implementing corrective actions to enhance overall efficiency and safety within the port environment.



### **Key Responsibilities:-**

1. Develop, implement, and maintain quality assurance policies and procedures to ensure compliance with industry standards and regulatory requirements.
2. Conduct regular inspections of Port facilities, equipment, and processes to identify any deviations from established quality standards.
3. Collaborate with Port management and operational teams to address quality issues and implement corrective actions in a timely manner.
4. Perform audits and assessments to evaluate the effectiveness of existing quality assurance measures and identify opportunities for improvement.
5. Monitor and analyse data related to Port operations to identify trends, patterns, and areas for optimisation.
6. Provide training and guidance to Port staff on quality assurance protocols, best practices, and regulatory requirements.
7. Liaise with external stakeholders, including regulatory agencies and customers, to ensure compliance with quality standards and resolve any quality-related concerns or inquiries.
8. Participate in the development and implementation of quality improvement initiatives to enhance overall operational efficiency and Port user satisfaction.
9. Maintain accurate records and documentation related to quality assurance activities, inspections, audits, and corrective actions.
10. Stay informed about industry trends, advancements in quality assurance methodologies, and regulatory changes to proactively address potential challenges and opportunities.

### **Qualifications: -**

- Bachelor's degree in engineering, quality management, or a related field or significant experience in quality management.
- Previous experience in quality assurance in a Port or Maritime environment is advantageous but not essential.
- Strong knowledge of quality management principles, standards, and regulatory requirements applicable to Port operations.
- Excellent analytical skills with the ability to interpret data and identify trends or patterns.
- Detail-oriented with a focus on accuracy and precision in all aspects of work.
- Effective communication and interpersonal skills, with the ability to collaborate with cross-functional teams and external stakeholders.



- Proven ability to develop and implement quality assurance policies, procedures, and initiatives.
- Experience conducting inspections, audits, and assessments to evaluate compliance and identify opportunities for improvement.
- Certification in quality management (e.g., Certified Quality Auditor) is desirable but not required.

**Benefits: -**

- Competitive salary and benefits package will be offered to the successful candidate.

Join our team and be a part of our commitment to excellence in Port management and operations. If you are passionate about quality assurance and thrive in a dynamic and challenging environment, we want to hear from you.

Applications should forward their CV and a cover letter by email to [Imogen.reid@peterheadport.co.uk](mailto:Imogen.reid@peterheadport.co.uk)

Applications will close on Wednesday, 8<sup>th</sup> May 2024 at midday.

