

Job Description



Job Title	Compliance Lead
Location	Culham Campus, Abingdon, Oxfordshire
Reports to	Head of Assurance
Employment Type	Full-time, permanent
Croft Associates	
Croft Associates is a specialist engineering consultancy with over 40 years of experience supporting the nuclear industry. Based at Culham Science Centre in Oxfordshire, we provide innovative packaging and technical solutions for the safe transport, interim storage and disposal of radioactive materials. Working with customers across the UK and internationally, we deliver engineering excellence within one of the world's most highly regulated industries. Our reputation has been built on quality, technical expertise and an unwavering commitment to safety, compliance and continuous improvement. As our business continues to grow, we are looking for an experienced Compliance Lead to join our Assurance team and play a key role in maintaining and enhancing our Integrated Management System.	
Role Purpose	
This is an excellent opportunity for an organised and proactive assurance professional who enjoys improving systems, solving problems and working collaboratively across a technical engineering business. Reporting directly to the Head of Assurance, you will play a key role in maintaining and continually improving Croft's Integrated Management System, helping ensure the business consistently meets the highest standards of quality, environmental management, occupational health and safety, and regulatory compliance. Working across engineering, manufacturing, project delivery and business support functions, you will contribute to quality assurance, document control, internal auditing, supplier assurance, non-conformance management, occupational health and safety assurance, change management and business systems improvement within a highly regulated nuclear-sector environment.	
Key Responsibilities	
Integrated Management System • Support the operation, maintenance and continual improvement of Croft's Integrated Management System • Maintain controlled documentation, quality records and lifetime quality records, ensuring information remains current, approved and appropriately archived • Monitor compliance with company procedures and management system requirements, identifying opportunities for continual improvement Assurance, Compliance & Auditing • Plan, undertake and report internal audits against company procedures and applicable standards • Coordinate corrective actions arising from audits, non-conformances, incidents, supplier issues and management reviews, ensuring timely completion and verification of effectiveness • Support external certification, customer, supplier and regulatory audits by coordinating documentation, evidence and action management	

Non-conformance & Continuous Improvement

- Administer the non-conformance process, ensuring issues are effectively recorded, investigated, risk assessed and resolved
- Support structured root cause investigations and the implementation of sustainable corrective actions
- Coordinate change management activities relating to processes, procedures, suppliers, systems and documentation

Occupational Health, Safety & Environmental Assurance

- Support the effective operation of Croft's Occupational Health & Safety Management System
- Maintain controlled OH&S documentation including risk assessments, COSHH assessments, RAMS, safe systems of work and statutory compliance records
- Support contractor assurance activities, including documentation review, competence records, inductions and action tracking
- Maintain records relating to workplace inspections, emergency arrangements, fire safety, first aid, DSE assessments and facilities compliance
- Monitor actions arising from inspections, incidents, audits, emergency drills and management reviews to ensure continual improvement
- Maintain environmental and waste compliance records relevant to assurance activities

Business Systems & Information Security

- Support the continual improvement of business systems used to manage assurance activities, documentation and quality records
- Support information security assurance activities in preparation for future ISO 27001 alignment, including document control, asset records, supplier assurance and awareness activities

Supplier Assurance

- Support supplier approval, performance monitoring and supplier audit activities
- Maintain supplier assurance records and coordinate supplier corrective actions where required

Supporting the Business

- Promote best practice in quality, assurance and document control throughout the organisation
- Provide guidance to colleagues on management system processes and controlled documentation
- Represent the Assurance function professionally when engaging with customers, suppliers, certification bodies and regulators
- Support wider business improvement initiatives aligned with Croft's strategic objectives

About You

We are looking for someone who combines strong organisational skills with a practical understanding of quality assurance and compliance within a regulated engineering or manufacturing environment.

Essential Experience

- Experience working within Quality, Assurance, Compliance, Document Control or a similar discipline
- Experience supporting or maintaining management systems aligned to ISO 9001, ISO 14001 and/or ISO 45001
- Experience managing controlled documentation, quality records and business processes
- Experience of internal auditing or supporting audit programmes
- Understanding of non-conformance management, corrective action and root cause investigation
- Excellent organisational skills with exceptional attention to detail
- Strong written and verbal communication skills
- Good IT skills, including Microsoft Office and document management systems such as SharePoint

Desirable Experience

- Experience within the nuclear, engineering, manufacturing or another highly regulated industry
- Internal Auditor qualification
- IOSH or other Occupational Health & Safety qualification
- Knowledge of Cyber Essentials and information security management
- Experience supporting supplier assurance activities

Personal Attributes

You will be someone who:

- Takes pride in producing accurate, high-quality work
- Enjoys improving processes and identifying opportunities for continual improvement
- Works confidently with colleagues at all levels of the organisation
- Is analytical, organised and solutions-focused
- Can manage multiple priorities while maintaining attention to detail
- Demonstrates professionalism, integrity and sound judgement when handling controlled information
- Works effectively both independently and as part of a collaborative team

Additional Requirements

- Right to work in the UK
- Willingness to undertake BPSS or other security vetting where required
- Full UK driving licence would be advantageous to support occasional supplier or customer visits

Why Join Croft Associates?

At Croft, you'll become part of a highly respected engineering business delivering work that genuinely contributes to the safe management of radioactive materials across the UK and internationally.

We offer:

- Competitive salary, dependent on experience
- Discretionary annual bonus
- Hybrid working
- Generous annual leave plus public holidays
- Defined contribution pension scheme
- Private healthcare
- Life and critical illness cover
- Ongoing professional development and training
- The opportunity to work on technically challenging projects within a supportive, collaborative environment