



EASIMS

Innovative Training Solution for implementing
Integrated Management System (IMS) in SME

[DELIVERABLE TITLE]:

01 – ACT3-3 – Occupational Profile of the Integrated
Management System Manager

VERSION 2

[PROJECT ACTIVITY]:

01 - Skills Needs Fine-Tune and the IMS Outline
ACT3 – Skills and Knowledge Report and EASIMS IMS Outline



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15/04/2019	V2	Dr. Enric Brull Dra. Marta Schuhmacher M. Rumignani	Inclusion of comments of FCBA



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1 Occupational Profile of the Integrated Management System Manager

This **Occupational profile** is the outcome of the elaboration of the results of the survey implemented by project partners among 128 different stakeholders. The high level of responses among the different target groups confirm the interest of sector stakeholders for this occupational profile. Moreover, existing ESCO profiles indirectly related with management systems were taken into account for the definition of tasks and the identification of skills and knowledge needs.

1.1 Description

Integrated Management System (IMS) Managers design, implement, maintain and improve IMS using adequate tools and methodologies. They ensure company and products compliance with legal requirements and with the different national, international voluntary adopted standards related to quality, environment and occupational health and safety. They facilitate a continuous enhancement of the environmental performance of the organization, of health and safety at work and of customer satisfaction. They report on the performance of the IMS to top management.

1.2 Occupational profile tasks

Plan

- a) Plan and design the strategy of the IMS department in line with the company strategy.
- b) Identify and design the processes of the IMS department.
- c) Plan the human, economic, infrastructural and technological resources of the IMS department required for the successful implementation of the strategy.
- d) Identify and analyse of the context in which the company operates.

Do

- e) Support the implementation of the company strategic, structural, processes, revision and improvement systems.
- f) Coordinate the activities of the company IMS.
- g) Participate to the top management meetings.
- h) Ensure the successful implementation of the IMS department strategy.

Check

- i) Design the list of reports of the IMS department.
- j) Held accountable for the IMS department activities.
- k) Lead the revision activities of the IMS department.
- l) Lead the auditing activities within the IMS department and the company.
- m) Revise and evaluate the tasks execution of the human resources that coordinates.
- n) Investigate new management methodologies.



Act

- o) Identify opportunities for improving, including nonconformities, the IMS department and IMS of the company.
- p) Drive improvements projects, including corrective actions, within the IMS department and the company.

General

- q) Execute all those general tasks assigned by the company.

ISO 9001, ISO 14001 and ISO 45001

- r) Ensure that the Integrated Management System (Quality, Environmental and Occupational Health and Safety Management Systems) respects the international and national standard requirements.
- s) Inform the top management about the Integrated Management System (Quality, Environmental and Occupational Health and Safety Management Systems) implementation and the possibilities for improvements.
- t) Ensure that the identified processes are delivering the expected results.
- u) Ensure that the customer satisfaction perspective is adopted along the whole company organization.
- v) Ensure that the environmental analysis takes into account all the steps of the life cycle of the product / service.
- w) Ensure that the integrity of the Integrated Management System is preserved when changes are planned and implemented.

1.3 Knowledge and skills required

Essential Knowledge

- Relevant legal requirements (quality, environmental and OHS) applying to the company and products.
- Quality, Environmental and Occupational Health and Safety standards requirements.
- Management principles.
- Customers satisfaction principles.
- Process management (processes identification and design, procedures design, indicators design, design of forms and other documents, process implementation, process review and process improvement).
- Software for creating, updating, controlling and storage IMS documentation.
- Audit techniques.

Essential skills and competencies

- Interpret legislation and standards requirements.
- Understand the methodologies/approaches used in standards.
- Design processes, procedures, indicators and forms & other documents.
- Leading, managerial and coordination skills.



- Problem solving.
- Work in collaboration with other managers and top managers.
- Use IT tools.
- Communication skills and techniques.
- Understand the context of the company.
- Establish objectives and plan actions to achieve objectives.
- Manage (create, update and control) documented information
- Plan and design strategies.
- Develop audit programmes.
- Perform and lead audits.
- Communicate results to other departments and top management.
- Monitor, measure, analyse and evaluate data/indicators.
- Identify opportunities for improvement, including nonconformities, and implement actions, including corrective actions.



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PROJECT CONSORTIUM

CENFIM
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