



# An exciting opportunity: Services Auditor - Guarding & Specialist Services

# About NSI

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The National Security Inspectorate (NSI) is the leading third-party Certification Body in the UK and Republic of Ireland for the security and fire safety sectors. Operating for over 50 years, NSI independently inspects companies in the sector, to ensure they adhere to key Standards and Codes of Practice.

Our mission is to secure the highest standards of safety and security for buyers of commercial and domestic fire and security systems, guarding and security services.

NSI is a UKAS-accredited assessing body approved by the Security Industry Authority and Police in the UK, and the Private Security Authority in Ireland. We deliver over 4000 audits annually and audit companies to a range of British, EU and International Standards and Codes of Practice. Our schemes combine Quality Management standards, such as ISO 9001, and scheme specific technical standards.

Under our SIA Approval, NSI is able to integrate assessment of the SIA's Approved Contractor Scheme requirements with assessment of British Standards, Quality standards and NSI's schemes making NSI the preferred supplier for many in the market.

NSI is recognised as an expert in its field and a mark of excellence in the fire and security sectors. The organisation has over 2000 approved companies, representing in the region of 75% of the sector. Approved companies include large organisations, plus a range of small and medium sized enterprises in the fire and security sectors.

Due to continued growth in demand for approved security services, NSI is seeking to recruit and train highly professional personnel to become NSI auditors.

NSI is an equal opportunities employer and aims to promote and support the development and implementation of EDI policies, procedures and guidelines, practices and behaviours to improve the outcomes for our employees and approved companies. We provide advice and support for the development of workforce policies that promote fairness and embed diversity in the workplace.

## The Role

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As a Services Auditor at NSI, you will deliver robust, high quality third party audits to applicant and approved companies, against a range of quality management and scheme specific technical standards.

Home based with a high degree of autonomy, you will maintain a portfolio of clients and manage your own diary to ensure clients' audits happen on time.

Day to day, the auditor's role is varied. For example, one day you may be observing security officers and interviewing staff, and the next you may be interviewing the CEO of a business, whilst auditing the business's quality management system. Whilst all approved companies work to the same standards, there is great diversity in the nature of the organisations and the way that they operate. In your role as an auditor, you will help organisations meet the standards they aspire to by raising findings where there is an opportunity for the business to improve, or where there is a significant failing.

The role will involve auditing up to 15 days a month with the remainder of the days being utilised for report writing, travel, audit planning and reviewing client responses.

Some schemes will require you to audit in the evening, or at a weekend (at such time as the service being assessed is available to assess). Time off in lieu is provided for work out of normal working hours.

Through delivery of a highly professional audit service, you will build relationships with your clients and help NSI in its mission to raise standards in industry.

# The successful candidate

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## Experience

NSI recruits auditors from a wide range of backgrounds. Prior experience of the security sector is not necessary.

The role will be best suited to candidates based in London and the surrounding areas with:

- Previous 3 years' experience in a compliance role (ideally within the security services sector)
- 2 years' experience auditing ISO 9001 QMS internally or externally (desirable)
- Previous experience of security services standards (desirable)

## Competencies

- Highly articulate and able to communicate professionally verbally and in writing
- Strong report writing skills
- Ability to analyse information quickly and accurately
- Able to stay calm under pressure
- A fast learner

## Knowledge

- Security industry practices (desirable)
- British Standards relating to Guarding, CVIT or specialised services and / or the SIA ACS Scheme (desirable)
- Data Protection Act and the General Data Protection Regulation (essential)
- Relevant Legislation (desirable)
- Knowledge of or experience with Private Security Industry Act. (desirable)

## Qualifications

- ISO 9001:2015 Lead Auditor qualified (desirable)

## Other

- Valid driving licence

## The Package

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- A competitive salary
- 25 days annual leave (increasing by 2-3 days based on length of service)
- Generous pension scheme (NSI contributes up to 10%)
- BHSF Health Cash plan scheme
- Company car (or company car allowance)
- Death in service - x 4 salary
- Generous sick pay & group income protection plan
- Working from home days
- Manage your own diaries

## To apply

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Please forward your CV and cover letter to our People & Culture Lead **Sian Evans** ( [sian.evans@nsi.org.uk](mailto:sian.evans@nsi.org.uk) )

If you have any questions about the role, please feel free to get in touch.