

Medway Norse



Application code: IN16

Opportunity details: An auditing and compliance role, focused on the ISO accreditation systems, workflow systems and digital auditing.

KEY WORDS: PROJECT MANAGEMENT, COMPLIANCE, AUDITING, LEGAL.

Company Profile: Working in partnership with Medway Council to provide a variety of commercial and public services.

Location: Medway, Kent.

Date(s): 12 weeks between June and September 2025.

Post-September: Unconfirmed – to be confirmed at the interview stage.

Remote Working: This role cannot be undertaken remotely.

Additional criteria: You must be competent with the use of Microsoft Office, specifically Excel. You must have great attention to detail.

Case Study: [Here](#) & [Here](#).

Recommended for: Kent Law School, Kent Business School, School of Social Policy, Sociology and Social Research.

Work closely with the Business innovation and Compliance manager to deliver projects and ensure compliance to International Standards for Safety Management Systems, Quality Management systems, environmental management systems and Health and Safety Law.

The role will involve:

- Data inputting
- Records checking
- Guided and Autonomous project working
- Guided and autonomous learning of Health and Safety Law

Guided and autonomous learning of international standards