

Helen Hunter

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PROFILE

Provide consultancy services for Environmental, Quality (including medical) and Energy Management Systems to ISO 14001:2015, ISO9001:2004, ISO13485:2016, ISO15001:2011 and Carbon Reporting for the manufacturing, food, medical, offshore and service industries.

Lead ISO Auditor for Environmental, Energy and Medical Devices and a Practitioner of the Institute of Environmental Management & Assessment (PIEMA).

Deliver effective management systems; formulate a management strategy to implement, manage and maintain policies and process-specific procedures that integrate within existing business processes to enhance environmental and quality performance and compliance obligations and facilitate greater alignment within business strategy.

Collaborate with key stakeholders to determine constructive process ownership and responsibilities, which harnesses close working relationships.

Provide mentoring and coaching with personnel and interested parties communicating at all levels from "tool box" talks to chairing Management Review Meetings.

Excellent understanding and awareness of client's scope and resources and have integrity for their needs

Set realistic objectives with positive outcomes for all interested parties, meeting customer expectations whilst minimizing impacts on the environment.

Continually seek and offer recommendations for improvement which result in efficient and sustainable best practices.

Excellent IT skills including developing client's intranet platforms.

KEY ACHIEVEMENTS AND SERVICE BENEFITS

- All clients received ISO certification within their timeframe with zero non-conformities (Currently 15 management systems)
- Successful transition to ISO14001:2015 standard In Feb 2017 achieved for a global publishing house
- Clients compliance obligations always met with zero non-compliance issues with legal and other requirements e.g. ESOS, CRC, CCA, SED air emissions, sustainable procurement, discharge consents, packaging compliance, waste permits and licenses
- Demonstrate cost savings through improved process efficiencies and the alternatives/reduction of the use of resources, waste and energy consumption
- Successful sourcing and assistance of SME grant funding
- Identify and evaluate all risk and opportunities, set realistic objectives and continuous improvement targets that result in performance improvements for customer satisfaction and a reduction of impacts to the environment
- Provide support and target-related training to enhance employee responsibilities and competence
- Facilitate deeper engagement with top management, gain buy-in and commitments
- Raise awareness of the product or service lifecycle to interested parties, especially within the supplier chain to further influence and minimize environmental impacts
- Increase trade/brand recognition, marketing and sales opportunities i.e. contract won to print "The Environmentalist" Magazine
- Client short listed for a BPIF environmental award and won Champion status at the National Green Apple Awards in November 2008.

EXPERIENCE

Oct 2006 – Present Self Employed Nationwide

Systems Management Consultant

Work with a diverse group of businesses, some over ten years, advising on implementing and maintaining QMS and EMS conforming to ISO certification. Current clients include English Provender, Cambridge University Press, PAL International, Bailey Partnership and Offshore Turbine Services.

All elements of the management standards are implemented and are closely managed through bespoke procedures and objectives. Provide relevant and transparent monitoring and measuring data, internal audits and employee training to facilitate continuous progress. Provide presentations at management reviews, annual reports highlighted cost comparisons, payback periods and benefits to the organization. Continuously monitor compliance obligations in which the client operates and communicate with legal entities such as the Environment Agency and local authorities.

Jun 2001 – Mar 2007 DSR Print Management Ltd Northampton

Business Systems Manager & IT Manager

Implemented an Integrated Management System: ISO 14001:2004 (Apr 2005), OHSAS 18001:1999 (Jan 2006) and ISO9001:2000 (Mar 2006).

IT Manager:

Managed budget of £150K supporting 80 users across four sites on Win2000/Citrix platform.

Oct 1999 – Jun 2001 Cadogan Tate Ltd London

ICT Support

Provided first line support and training for 200 users across six sites

Nov 1993 – Oct 1999 TCP Business Services, DOCdata (UK) Ltd, MC2 and IMI London

Office Manager, PA to CE, Marketing Manager and Orders Supply Technician

Office admin, project-managed IT & office relocation, ISO 9002 and Data Protection Act and IT training

Developed statistical reports, business plans, IT recruitment surveys & quality assurance

Supply of micro-organisms to research establishments

QUALIFICATIONS AND COURSES

Jun 2016 ISO13485 Medical Devices Lead Auditor	Feb 2006 AIEMA Associate Member
Feb 2015 ISO50001 Lead Auditor course	Jun 2001 CCA Certified Citrix Engineer
Jul 2014 ISO14001:2015 Shape of things to come	Apr 2002 MS Implementing Windows 2000 Pro & Server
Feb 2008 FSC Implementation Training	Feb 2002 MS 2000 Network & Operating Systems Essentials
Jan 2008 Carbon Footprint at Work	Aug 2001 Fast Software Audit Compliance
Dec 2006 ISO14001 Lead Auditor course	Apr 1998 Excel & PowerPoint (Intermediate & Advance)

EDUCATION

2014 – 2015 Open University MSc Environmental Management One Module– Env. Decision Making Course
2005 - 2006 Open University Environmental Science Modules 1 & 2 Sustaining a balanced environment
1989 - 1983 A Levels Biology, Geography, Art. BTEC Art & Design, GCSE's, 1 AS Level including English & Math

MEMBERSHIP

Practitioner of Institute of Environmental Management and Assessment (PIEMA)

Registered Consultant with the Manufacturing Advisory Service (MAS)