



# Upstart Power

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## JOB DESCRIPTION

Job Title:	<b>VICE PRESIDENT OF QUALITY ASSURANCE</b>
Department:	Executive Team
Reports To:	CEO
Status:	Salaried – Exempt
Hours/Work Days:	40 hours per week (Monday through Friday)
Location:	Southborough, MA
Last update (date):	September 18 <sup>th</sup> 2021

## PRIMARY EMPLOYMENT OBJECTIVES

The Vice President of Quality Assurance (QA) will provide Quality and Regulatory leadership for Upstart Power by establishing a separate QA team within the organization. The Vice President QA will create vision, strategy and tactics supporting exceptional product quality and customer experience throughout the product lifecycle.

Reporting to the Chief Executive Officer (CEO), this position will contribute to creating and implementing the overall business strategy and direction of Upstart Power. This individual will act as an advisor, consultant, and subject matter expert to the organization providing guidance and expertise in areas related to quality, compliance, and regulations. He/she will be responsible for setting strategic direction for the company's quality and regulatory policies and procedures. By working closely with managers and cross functional teams, this position lead product quality and driving a culture of quality.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for development, implementation, maintenance and overall success of the company's quality assurance programs and strategy; including establishing quality standards and objectives, developing methods to embed quality into the product development and manufacturing process, establishing vendor relationships and quality standards and developing and implementing innovative programs to focus employees on improving product quality.
- Responsible for driving effective and efficient Quality Management System (QMS), while ensuring QMS is established well with appropriate business processes in the company.
- Works closely and collaboratively with Operations teams to create and support process enhancement initiatives that deliver an environment of continuous improvement and high-quality output.
- Oversees the performance of internal and external audits.
- Responsible for Quality long-term strategy in-line with overall company-wide strategy.
- Oversees the development of employees, talent, process, and technology necessary to reach annual and long-term objectives as organizational leader for Quality & Regulatory Assurance functions.

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## KNOWLEDGE, SKILL & EXPERIENCE REQUIREMENTS

- 10-15 years managerial/leadership experience in Quality Assurance, Quality Engineering, and Regulatory Affairs.
- Bachelor's Degree in a science or engineering discipline, Master's Degree preferred.
- Experience with ISO 9001:2015
- Prior experience in a senior leadership role setting strategic direction for the company's quality & regulatory policies and procedures is required
- Strong track record of working cross-functionally.
- Strong manager and leader with the ability to attract talent and build a team.
- Can establish goals/objectives that they can execute independently.
- Establish, maintain and improve quality systems

## BEHAVIORAL COMPETENCY REQUIREMENTS

<i>Approachability</i>	<i>Timely decision making</i>	<i>Dealing with ambiguity</i>
<i>Developing direct reports and others</i>	<i>Organizing</i>	<i>Organizational agility</i>

## WORK ENVIRONMENT (include physical requirements)

- Office

*Upstart Power provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Upstart Power complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*