

**JOB TITLE:** HSEQ Assistant Manager

**LOCATION:** National role (Avonmouth, Brandon and Leeds)

**REPORTS TO:** HSEQ Manager

**RESPONSIBLE FOR:** Ensuring compliance to regulations, legislation, management systems (ISO45001,9001 and 14001) and ensuring a positive health and safety culture thrives across the business.

**INTERACTS WITH:** Directors, Senior Leadership Team, Production Staff, Contractors, Customers/Suppliers, and the public

**HOURS OF WORK:** Primarily 9.00am – 5.30 pm Monday to Friday. (37.5 hours per week). Due to the nature of the role flexibility, national travel and additional hours may be required according to business needs

**DATE OF ISSUE:** 11<sup>th</sup> November 2022



JOB PURPOSE
<p>As our business continues to grow, we are now looking to extend our HSEQ department and are seeking an HSEQ Assistant Manager.</p> <p>The HSEQ Assistant Manager will report directly to the HSEQ Manager and will help drive continuous improve throughout the business by implementing new ideas, safe systems of work, and ensuring compliance with internal and external requirements.</p> <p>The HSEQ Assistant Manager will be responsible for all aspects of Health and Safety across the Business.</p>
KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> <li>• Ensuring compliance to ISO45001, 9001,14001</li> <li>• Ensuring Regulations and Legislation are adhered too</li> <li>• Approved codes of practice are implemented and followed</li> <li>• Ensure all construction work undertaken onsite is in accordance with CDM Regulations</li> <li>• Undertake and assist with internal and external auditing of the business</li> <li>• Assisting with the closure of non-conformances, hazards, incidents, and actions</li> <li>• Developing and delivering training packages</li> <li>• Creating and reviewing Risk Assessments and Procedures</li> <li>• Collating and analysing Health &amp; Safety statistics</li> <li>• Supporting sites as and when required</li> <li>• Promoting a good Health &amp; Safety culture within the business</li> <li>• Prepare and deliver briefings, reports, policies, procedures, toolbox talks and safe systems of work</li> <li>• Drive continuous improvement within their own areas of responsibility</li> </ul> <p>Take a proactive approach to risk management</p>



Certificate Number 11259

Norfolk House, High Street, Brandon, Suffolk IP27 0AX  
 +44 (0)1842 812 229 - info@oco.co.uk - oco.co.uk

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 Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU

- Develop and maintain appropriate relationships with all stakeholders
- Be a role model for Health & Safety and professional standards of conduct
- Chair and attend meetings in the absence of the HSEQ Manager

### SKILLS, EXPERIENCE, QUALIFICATIONS AND COMPETENCIES

#### Essential

- Nebosh general certificate in Health and Safety
- Hold a valid driving license
- Good understanding of ISO45001, 9001,140001
- Have a good understanding of HSAWA 1974, MHSWR 1999, PUWER 1998, COSHH and CDM
- Must be a team player with the ability to work under own initiative
- Able to communicate well with others at all levels of the business, both verbally and in writing
- Be computer literate and familiar with Microsoft products such as, Word, Excel, PowerPoint, Outlook, and SharePoint
- Strong relationship building and influencing skills
- Ability to build and develop relationships with internal and external parties
- Positive attitude, energetic, self-motivated team player with a strong sense of achievement
- Flexibility to work at multiple locations both National and International sites
- Flexibility with regard to travel and working hours
- Able to apply judgement, creativity, and flexibility to solve complex problems

#### Ideal

- Hold or working towards NEBOSH Diploma in occupational Health and Safety
- Working towards, or willing to work towards NEBOSH Diploma
- Environmental qualification
- Quality qualifications
- Member of IOSH
- Will be able to demonstrate being self-directed, resourceful, and creative
- Able to manage own time and work autonomously
- Ability to 'think outside the box'
- Prepared to undertake training and development as required

No contact from Recruitment Agencies at this time please.

