



JOB TITLE: HSEQ Manager

LOCATION: This is a national role with the base being at one of our Plant locations (Wretham, Brandon, Avonmouth or Leeds) with the opportunity for some flexible working (work at home).

REPORTS TO: Compliance Director

RESPONSIBLE FOR: Health & Safety, Environmental Compliance and the upkeep of our Integrated Management System (IMS) which includes the following management system, ISO 45001,9001,14001 and Competency Management System (CMS)

INTERACTS WITH: All employees, at all levels of the business

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, additional hours may be required according to business needs

DATE OF ISSUE: 1st November 2024

JOB PURPOSE

The HSEQ Manager will lead a small HSEQ team and report directly to the Compliance Director. They will be forward thinking, Pragmatic, approachable, inspirational, and have sound knowledge of health and safety legislation, management systems and approved code of practices. They will use their knowledge, experience and skills to ensure O.C.O Technology remains compliant, drive continuous improvement and maintain the good health and safety culture within.

KEY DUTIES

- Keep up to date with legislation and regulation to ensure O.C.O remains compliant.
- Ensure approved codes of practice are implemented and followed.
- To review risk management across the business to ensure resources are being focused in the key areas and to allow for continuous improvement and achievement of objectives.
- Take a proactive approach to risk management and minimize risk to people and O.C.O to ALARP.
- Maintaining O.C. O’s Integrated Management System (IMS), ensuring compliance with ISO45001,9001,14001 and Competency Management System (CMS).
- Maintain O.C.O’s health and safety database and monitor/ review our COSHH database.
- Drive and maintain a good health and safety culture throughout the business.
- Lead on internal audits and facilitate external audits.
- Provide expert advice and support to the Board of Director, Senior Managers and those who need/ request it.
- Work with the operational managers to ensure consistency of standards across the business and compliance.
- Collate and analyze Health & Safety statistics to create monthly reports for the Compliance Director.
- Chair and maintain the Health and Safety committee.
- Initiate, lead and drive health and safety projects / improvements / innovations.



ISO 9001
ISO 14001
OHSAS 18001

Certificate Number 11259

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- Setting up contracts/accounts with providers (training/PPE/auditors etc)
- Prepare and deliver briefings, reports, policies, procedures, toolbox talks and safe systems of work.
- Developing and delivering H&S training packages where required.
- Ensure all reporting to the EA is completed and submitted in a timely manner (quarterly and annually).
- Help, support and lead investigations where required, to establish root cause and the remedial action required.
- Drive continuous improvement within their own areas of responsibility.
- Develop and maintain appropriate relationships with all stakeholders.
- Undertake workplace inspections / Safety Observations.
- Ensure the effective management of the Company's Occupational Health Screening program, monitoring performance, recommending and implementing appropriate changes as necessary.
- Advise relevant managers when new plant, equipment, substances and procedures are introduced to ensure that they meet legislative and Company standards.
- Advise on CDM regulations during construction projects.
- Attending H&S conferences and training courses where required.
- Any other duties, such as ad hoc projects, as requested by the Board of Directors that are within the skills and capabilities of the job holder.

QUALIFICATIONS/ ESSENTIAL SKILLS / EXPERIENCE

- Educated to degree level.
- Minimum NEBOSH Diploma in Health and Safety or equivalent.
- Minimum NEBOSH Environmental qualification or equivalent.
- Demonstrable experience within a company at managerial level and be able to demonstrate motivational leadership with the ability to train and develop individuals
- Proven experience in Health, Safety and Environmental management.
- Must have strong 'people skills' to inspire, encourage and lead people to maintain a good workplace culture.
- A good understanding of ISO45001, 9001 ,14001 and Competency Management System (CMS).
- Excellent written and verbal communication skills.
- Computer and IT literate: a good working knowledge of Word, Excel, SharePoint and Outlook.
- Good numeracy skills, i.e. able to understand budgets, analyze and report on data.
- Experience with dealing with regulatory bodies (HSE and the Environment Agency).
- Qualification in Leadership and Management.
- Hold a valid driving license.
- Must be a team player

DESIRABLE SKILLS / EXPERIENCE

- Ideally from a medium to heavy industry background.
- Member of IOSH working towards chartership.
- Train the Trainer qualifications or proven history in training.
- Good understanding of Microsoft Dynamics.
- Hold a valid passport in case of international travel.

