

JOB TITLE:	Assistant HSEQ Manager
LOCATION:	National role (based at either Avonmouth, Wretham or Leeds)
REPORTS TO:	HSEQ Manager
RESPONSIBLE FOR:	Ensuring compliance with regulations, legislation, and management systems (Competency Management System, ISO45001, 9001, 14001, BES 6001) to promote a positive health and safety culture thrives across the business
INTERACTS WITH:	Directors, UK and Overseas Management Teams, 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 to mee the needs of the business. Some international travel may also be required



JOB PURPOSE

The Assistant HSEQ Manager will report directly to the HSEQ Manager and will help drive continuous improvement across the business by implementing new ideas, safe systems of work, and ensuring compliance with internal and external requirements.

The job holder will be responsible for all aspects of Health and Safety across the Business and will cover for HSEQ Manager as and when required.

KEY ACCOUNTABILITIES

- Ensure compliance with ISO45001, 9001, 14001, Competency Management System and BES6001
- Ensure Health, Safety and Environment regulations and legislation are adhered to
- Ensure approved codes of practice are implemented and followed
- Ensure all construction work undertaken onsite is in accordance with CDM Regulations
- Undertake and assist with internal and external auditing of the business
- Own and run Health and Safety and Environmental projects
- Assist with the closure of non-conformances, hazards, incidents and actions
- Develop and deliver training packages
- Create and regularly review Risk Assessments and Procedures
- Collate and analyse Health and Safety statistics and report on them when required
- Support sites with Health, Safety and Environmental support, advice and investigations
- Promote a positive Health and Safety culture across the business, at all times leading by example
- Prepare and deliver briefings, reports, policies, procedures, toolbox talks, safe systems of work and training



Certificate Number 11259

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- Drive continuous improvement within their own areas of responsibility
- Take a proactive approach to risk management
- Develop and maintain appropriate relationships with all stakeholders
- Be a role model for Health and Safety and at all times demonstrate 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 UK driving license
- Good understanding of ISO 45001, 9001, and 14001, and of Competency Management Systems
- 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 effectively 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 in the UK and internationally
- Flexibility with regard to travel and working hours
- Able to apply judgement, creativity, and flexibility to solve complex problems

Ideal

- Hold or willing to work towards NEBOSH Diploma in Occupational Health and Safety
- Environmental qualifications and knowledge
- Experience or knowledge of Environmental Waste reporting
- Quality qualifications
- Experience/Knowledge of HAZOP's

