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| **Job title** | Safety, Health, Environment and Quality (SHEQ) Manager |
| **Service** | SHEQ |
| **Reporting to** | Head of Fleet, SHEQ & Business Support |
| **Weekly hours** | 37 |
| **Grade/Salary** | In the region of £50,000 per annum |

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| **Job description** |
| **The role:** |
| Reporting to the Head of Fleet, SHEQ & Business Support, with line management reasonability for the SHEQ team, this role will ensure excellence in health, safety, quality, and wellbeing, embedding a culture of safe working, environmental awareness, and quality across the company.  This role will lead on delivering the company’s health & safety strategy to reduce accidents within the workplace whilst taking a proactive approach in recognising, assessing, and controlling workplace hazards, the role will also lead on health and safety management systems with effective and accurate reporting of data and statistics.  This role will lead on internal and external audits establishing an effective continuous improvement framework for safety, health, environmental and quality improvements, whilst working closely with the senior management team with a proactive approach in supporting operational safety giving sound advice and direction.  This role will drive regulatory & legislative, compliance and adherence to the company’s Health and Safety Policy and procedures, ensuring best practice is maintained across the company and lead on CDM [Construction, Design & Management] regulations, The control of asbestos regulations and the building safety act ensuring compliance against regulations. |
| **Main responsibilities** |
| * Reporting to the Head of Fleet, SHEQ & Business Support, you will have responsibility for ensuring the company discharges its statutory duties and accountability to protect the health, safety and wellbeing for employees and others including contractors and members of the public. * Provide visible leadership, demonstrating high engagement with the senior management team in relation to their SHEQ responsibilities to foster a proactive safety culture. Actively inspire and empower others to enable effective "ownership" and understanding of sensible risk management, with appropriate resource allocations. * Work collaboratively to develop effective working relationships with internal and external customers and other stakeholders (e.g., HSE, EA, Fire Authorities) negotiating on system or policy changes and remedial actions where appropriate. * Achieve high engagement and delivery from the SHEQ team through effective leadership skills, ensuring any issues arising are dealt with in a timely fashion and in accordance with company policy, procedures, and legislation. * Contribute and lead effective performance improvement for SHEQ. Collect and analyse key performance indicator data and use it to inform decisions and develop appropriate interventions. * Lead a range of SHEQ projects, seeking innovation, improvements, and service efficiencies. * Contribute to the development of the company SHEQ KPIs, offering advice and expert opinion, to drive improvements and attain goals and strategic objectives to ISO standards. * To be mobile and present on site to support on off site risk and proactively engage with the workforce to embed safety culture. * lead on CDM [Construction, Design & Management] safety ensuring compliance against regulations. * Lead on the control of asbestos regulations and building safety act, ensuring compliance against regulations. * Create, implement, monitor, and update company policies in accordance with Health & Safety legislation. * Implement and monitor compliance to company policy, procedures and all relevant safety legislation and regulations. * Management and accountability on the upkeep of company risk assessments and safe systems of work. * Management and accountability of company health, safety & environment site inspections ensuring review and feedback is provided to drive standards. * Management and accountability of safety trackers. * Management and accountability on the upkeep of the companies training & skills matrix. * Lead on investigating incidents and accidents and making recommendations for change. Monitor near miss data ensuring feedback is given to heighten engagement form the workforce and taking action to reduce accidents in the workplace. * Prepare business cases with financial assumptions and plans. * Explore and identify commercial SHEQ services opportunities through funding regimes or effective partnership arrangements. |

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| **Person Specification** | | | |
| **Category** | **Requirement** | **Essential or Desirable** | **Assessment method**  Application form (AF)  Interview (I) Test (T) |
| **Qualifications/**  **Knowledge/**  **Training** | * Chartered Memberships of recognised industry body i.e., IIRSM and or IOSH. * Evidence of professional & technical expertise in environmental services and building maintenance * NEBOSH Diploma or equivalent in Occupational Health and Safety or equivalent level of experience. * Lead Auditor ISO 9001/14001 and 45001 management systems or equivalent level of experience. * Detailed knowledge of current relevant health and safety legislation/regulatory framework/codes of practice | Desirable  Essential  Essential  Desirable  Essential | AF  AF/I  AF  AF  AF/I |
| **Experience** | * Demonstrable experience of working in a similar role delivering a successful health and safety function at a managerial level. * Experience of working in a similar sector or environment * Demonstrable experience of investigating incidents and making recommendations for change * Experience of effectively leading and motivating a team and promoting a positive Health and Safety Culture * Experience of project management and successful project delivery, ideally incorporating stakeholders. * Successful partnership and/or collaborative working incorporating a range of organisations/ key stakeholders. * Experience in managing, analysing and interpreting data. * Developing processes, systems and operating models within ISO 9001/14001 and 45001. * Strategic leadership experience with demonstrable evidence of gaining the trust and respect of your peers. * Experience in implementing change following current legislation updates. * Experience in delivering compliance to CDM, Control of Asbestos and Building Safety Act. | Essential  Desirable  Essential  Essential  Essential  Essential  Essential  Desirable  Essential  Essential  Essential | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Skills/Abilities** | * An articulate communicator, with the ability to adapt communication style and presentation to a varied audience. * Ability to articulate a strong vision and strategic direction and translate into achievable objectives and plans. * Ability to establish collaborative working relationships demonstrating credibility. * Ability to make informed and objective decisions that are consistent with the needs of the whole business, considering all relevant internal and external information. * Ability to create a positive working environment and encourage team collaboration. * Ability to evaluate, identify and capitalise upon opportunities for continuous improvement. * Ability to think strategically and to analyse complex issues, including the ability to develop and implement appropriate strategies and policies. * Capable of delegating responsibility and tasks that utilise strengths within a team. * Strong working knowledge of the full in Microsoft Office Suite, including Word, Excel, and PowerPoint. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Other requirements** | * Full UK Driving Licence with no more than 6 points to meet the travel requirements of the role | Essential | AF/I |
| **General** | | | |
| Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.  It is the individual’s responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.  The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.  We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment, and eliminate unlawful and or unfair discrimination. | | | |