

## JOB DESCRIPTION – SHEQ MANAGER

### Purpose of the position

The SHEQ manager is in charge of the safety, health environment, and quality assurance side of the business, He/She supervises and coordinates work systems to ensure that the products or services of the company meet the highest quality standards and that the working conditions of the company are favourable and safe.

### Day to Day operations

To lead, develop and maintain factory and Sites SHEQ management programmes and systems in written format and recording and through face to face contact, communication and team briefing.

To support line management in delivering Site SHEQ objectives.

### Principal responsibilities include:

- Determines the strategic direction and work priorities (in conjunction with line management) for the continuous improvement of the Factory and Sites SHEQ management programme and systems.
- Advises line management and assists with the implementation of new or existing SHEQ-related legislation, rules and Company standards to include fire prevention, health and safety awareness training, site inspections of Company and contractors sites.
- To complete prevention inspections on a regular basis and ensure records maintained of same.
- To investigate accidents and ensure all documentation is updated.
- To develop a monthly SHEQ Communication Strategy for all sites and levels of staff, to include written information, tool box talks and management briefs.
- Liaison with HR Dept for initiating and coordinating training plan and updating information for personal, audit and IIP requirements.
- Advises line management in Factories, Office and on Site of health, safety, quality and environmental matters and manages this process to ensure all advice is incorporated into day to day processes and operations.
- Facilitates all forms of risk assessment e.g. general, manual handling, COSHH, fire prevention and acts as a final authority where a specialist response is required in relation to risk assessments performed by others on site.
- Conducts occupational health and safety related surveys e.g. noise, lighting, exposure to chemical substances and makes associated recommendations.

### Key interfaces

All Site personnel, including front line and management staff and contractors, Internal/external auditors and regulatory bodies.

## PERSONNEL SPECIFICATION – SHEQ Manager

### Qualifications

- A suitable qualification in the SHEQ field.

### Experience

- At least 3 years' experience in a SHEQ Management Role with Line Management experience

## **Specialist Skills/Attributes**

### **Essential**

- Full working knowledge of Microsoft office suite to include day to day experience of excel sheets, excellent report writing skills and document management experience.
- EN ISO Management Systems, their upkeep and implementation (ISO 9001 and ISO 14001:2015)
- CE Marking Certification
- SSIP Safety Accreditation for Works in the UK
- Safety Management Systems, writing Safe Work Plans (Work Procedures) and Risk Assessments specific to each task in factory/workplace.
- Work with Health and Safety Authority (HSA) and HSE (UK) inspectors as required during site visits or accident investigation.

### **Disposition (Required critical behaviours)**

- Manual Handling/Abrasive Wheel Instructor (preferable)
- Able to demonstrate Results Delivery.
- Partnership Building (internal and external users)
- Influencing skills
- Excellent Information Sharing ability at all levels
- Visible SHEQ Values
- Improvement Drive.
- Accuracy and attention to detail
- Embracing and Driving Change.
- Effective verbal and written communication skills.
- Planning and organising skills.
- The ability to interact with people at all levels within/external to the Company.
- The ability to self-prioritise workload.

### **Other**

Must have full access to transport to, from and during work.

Remuneration will be based on the successful candidate's knowledge and experience.

Please forward CV's to [jobs@floodprecast.com](mailto:jobs@floodprecast.com)

**Closing Date 27th March 2017**