**Job Profile – HSEQ Manager**

**Position:** **Health, Safety, Environment & Quality Manager.**

**Accountable to:** **Managing Director**

**Work Closely with:** **Directors, Project/Site Managers, HR Manager, Admin Officer.**

**General Responsibilities** – To manage, coordinate, monitor and continually improve the Company's Health, Safety, Environmental and Quality (HSEQ) arrangements and Business Management Systems. To provide competent advice and support to the Managing Director, Directors, Managers and employees on all HSEQ matters. Ensure that day to day operations are undertaken in accordance with company policies, procedures, applicable legislation and recognised industry standards.

Support the implementation and maintenance of the Company's Integrated Management Systems in accordance with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements. Monitor performance, identify areas for improvement and report findings, trends and recommendations to the Managing Director and senior Management team.

Promote a positive health, safety, environmental and quality culture throughout the business and work collaboratively with operational teams to achieve compliance and continual improvement objectives.

Whilst the HSEQ Manager is responsible for monitoring, auditing, reviewing and coordinating HSEQ activities, overall responsibility and accountability for company policies, procedures, statutory compliance and business management systems remains with the Managing Director.

1. Support the Managing Director and management team in achieving the Company's business objectives and continual improvement goals.
2. Provide Legislative and regulation advice on all matters relating to Health, Safety, Environment and Quality Management.
3. Oversee the accreditation and ongoing compliance of ISO standards (9001, 14001, 45001) ensuring lessons from incidents are shared and maintain HSEQ management systems against the respective standards. Manage, develop monitor, maintain and implement all areas of the company's Occupational Health, Safety, Environmental and Quality Management System (HSEQ).
4. Monitor achievement of annual targets and objectives and review effectiveness of processes adopted against the ISO 9001, 14001 and 45001 Standards. Identify training needs related to health, safety, and environmental practices. Manage training programmes to ensure all staff are adequately trained and certified.
5. Oversee the maintenance and update of HSEQ Plans, Internal Audit Plans, Visit Schedules and performance metrics.
6. Support the development, monitoring and reporting of environmental sustainability, carbon reduction and waste management initiatives in accordance with company objectives and client requirements.
7. To contribute to the development of company policies, procedures and documentation to meet changing regulations, needs and priorities.
8. Identify, assess and mitigate risks associated with HSEQ practices. Lead in the development and compilation of all Construction Phase Plans, Construction

Environmental Management Plans including RAMS, SWMP, WRAP and all supporting documentation for contracts secured across the company.

9. Review sub-contractor Risk Assessments and Method Statements. This will include the co-ordination of consultation meetings with the relevant Site Manager or Director to facilitate agreement of the plan in line with the tender information provided by the client and principal designer.
10. Undertake monthly internal health, safety, environmental and quality audits across the company and submit reports for consideration at internal and client monthly monitoring meetings and annual Management Review.

11. Undertake accident investigation and report findings to Board of Directors and where required to the HSE through the RIDDOR process. Record, maintain and review accident reporting statistics across the company and identify trends from the information provided and submit monthly reports to the Board of Directors/Management Team.

12. Ensure that all work is undertaken in compliance with the Health & Safety at Work Act, Building Safety Act 2022, Company Policies and Procedures and statutory requirements.

13. Liaise with Statutory Bodies e.g. HSE, Local Authority representatives etc., as required.

14. Oversee maintenance of compliance against Certification e.g. Gas Safe, OFTEC, Constructionline, National Resources Wales etc.

15. Oversee and monitor the company's compliance obligations relating to statutory registers, insurance schedules, training matrixes, competency records and regulatory submissions.
16. Oversee company vehicle, plant and equipment compliance arrangements, including servicing records, maintenance schedules, MOTs, operator licence requirements, driver checks, defect reporting, equipment calibration, LOLER examinations, PUWER inspections and statutory certification. Review compliance performance, identify areas of concern and report significant non conformances or trends to the Managing Director.
17. Participate in the development and preparation of health, safety and environmental information required for tender submissions in line with tender documentation issued by the client.

18. Work closely with the Principal Designer on projects and prepare, collate and supply the H&S file, including O&M manuals from sub-contractors, for the project in the format required by the client. Work closely with the commercial team in receiving and recording the relevant documentation on the company's project files
19. Organise Contractor's Commissioning, Client Witnessing and Induction/Training element of projects as part of the Contract Handover Process.
20. Oversee the application and approval process of new supply chain members to the registered list. Monitoring, reviewing, recording and up-dating sub-contractor competency, insurance and associated documentation in line with our Business Management System procedures.
21. Attend and contribute to project and other meetings as required.
22. To undertake new or CPD training required to undertake the role
23. Maintain confidentiality in respect of the company's commercial and business activities across the business in line with the company's confidentiality and GDPR policies.
24. Work independently and as a member of a team to achieve the deadlines and timescales associated with the post.

25. To undertake any other duties appropriate to the post as directed by the Managing Director.

## Job Profile – HSEQ Manager

| Qualification/Competencies | Essential | Desirable | Assessed by: |
|---|---|---|---|
| NEBOSH National Certificate in Construction Health & Safety. | ✓ | | Application Form/ Interview |
| Level 6 NVQ in Occupational Health & Safety | | ✓ | Application Form/ Interview |
| Internal Auditor Qualification (ISO 9001 / 14001 / 45001 | | ✓ | Application Form/ Interview |
| IEMA Foundation Certificate, Certificate in Environmental Management or equivalent environmental qualification. | | ✓ | Application Form/ Interview |
| **Experience** | | | |
| Experience at Health & Safety Management level. | ✓ | | Application Form/ Interview |
| Previous experience of working to and meeting contract deadlines. | ✓ | | Application Form/ Interview |
| Experience of maintaining effective working relationships with clients and other external organisations. | ✓ | | Application Form/ Interview |
| Undertaking internal health, safety, environmental and quality audits. | ✓ | | Application Form/ Interview |
| Experience of identifying, assessing and mitigating risks associated with HSEQ practices. | ✓ | | Application Form/ Interview |
| Experience of managing training programmes and identifying training needs. | ✓ | | Application Form/ Interview |
| **Knowledge** | | | |
| Demonstrate knowledge and understanding of construction industry. | ✓ | | Application Form/ Interview |
| Demonstrate sound knowledge of health, safety and environmental processes/requirements. | ✓ | | Application Form/ Interview |
| Demonstrate sound knowledge of development of construction phase plans and construction environmental management plans. | ✓ | | Application Form/ Interview |
| Knowledge and understanding of performance management. | ✓ | | Application Form/ Interview |
| Knowledge and understanding of customer care practices. | ✓ | | Application Form/ Interview |
| Knowledge of managing ISO 45001:2018, ISO 14001:2015 and ISO 9001:2015 Management Systems and accreditation bodies e.g. Constructionline etc. | ✓ | | Application Form/ Interview |
| Knowledge and understanding of GDPR requirements. | ✓ | | Application Form/ Interview |
| Knowledge and Understanding of Building Safety Act 2022. | ✓ | | Application Form/ Interview |
| **Job Related Skills** | | | |
| Good oral and written communication skills. | ✓ | | Application Form/ |

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|---|---|---|---|
| | | | Interview |
| Negotiation Skills | ✓ | | Application Form/ Interview |
| Possess full driving license. | ✓ | | Application Form/ Interview |
| IT Skills | ✓ | | Application Form/ Interview |
| Conflict Management and Resolution. | ✓ | | Application Form/ Interview |
| Working with Construction Specific Software. | ✓ | | Application Form/ Interview |
| Confidentiality - Ability to maintain confidentiality across all areas of the business. | ✓ | | Application Form/ Interview |

**Communication**

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|---|---|---|---|
| Welsh Verbal Skills | | ✓ | Application Form/ Interview |
| Written Welsh Skills | | ✓ | Application Form/ Interview |
| English Verbal Skills | ✓ | | Application Form/ Interview |
| Written English Skills | ✓ | | Application Form/ Interview |

**Personal Skills**

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|---|---|---|---|
| Demonstrate ability to achieve high standards and levels of service performance. | ✓ | | Application Form/ Interview |
| Possess drive, energy and commitment. | ✓ | | Application Form/ Interview |