

<b><u>JOB TITLE:</u></b>	<b>Safety, Health, Environment, Quality Manager</b>
<b><u>LOCATION:</u></b>	<b>Cetix Limited, Head Office.</b>
<b><u>REPORTS TO:</u></b>	<b>Chief Executive</b>
<b><u>RESPONSIBILITY:</u></b>	<b>Continuous Improvement of Company SHEQ</b>
<b><u>OBJECTIVES:</u></b>	<p><b>Ensure that the documented SHEQ policies and management system of the company are fit for purpose.</b></p> <p><b>Ensure that the practices of the company are compliant with the management system policies and procedures.</b></p> <p><b>Provide practical support to all parts of the business in understanding and complying with the management system and other SHEQ matters.</b></p> <p><b>Liaise with external verification and accreditation bodies to maintain and develop company certification and customer approval.</b></p> <p><b>Identify, recommend and progress actions to optimise outcomes of audits to maintain compliance.</b></p> <p><b>Provide required information to the managers and directors of the company in a timely manner.</b></p>

To achieve the above objectives, you will need to ensure various activities, including:

**Ensure management policies and systems;**

- a. **are effective in maintaining the safety and health of employees and other affected persons;**
  - b. **are effective in ensuring the quality of Cetix products and services;**
  - c. **are effective in ensuring the security of data regarding Cetix, employees, customers, and any other sensitive information;**
  - d. **are compliant with relevant legislative requirements (HASAW, COSHH, CDM, GDPR etc);**
  - e. **are compliant with current relevant standards (including ISO9001; 45001; 14001 and, where applicable, 20001, 27001; 61508);**
  - f. **support efficient and effective business practices;**
  - g. **are understood, followed and contributed to by Cetix personnel;**
  - h. **are maintained to meet changing practical needs;**
  - i. **are regularly reviewed to address inadequacies and updated to include Cetix personnel identified improvements;**
  - j. **are suitable to ensure business continuity;**
  - k. **are recognised by external auditors as suitable, compliant and improving;**
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Advise the CEO on relevant legal requirements and needs for improvement in the adequacy, effectiveness or compliance with the integrated management system (IMS). In consultation with the management team continually improve systems to meet changing legislative, customer, or business needs.

Ensure appropriate management of system change, including prioritisation, recoding, review, approval and roll-out of changes. Bring uncontrolled items into the IMS system.

Work with external auditors to ensure certifications are maintained.

Monitor adherence to SHEQ policies and procedures throughout the company. Ensure that a programme of formal audits and reviews is maintained encompassing all aspects of the IMS and all areas of the business. In particular, ensure the programme includes additional and regular focus of project specific activities, including project management, purchasing, sales etc. Identify areas of weakness, trends and items for improvement.

Ensure that the IMS documentation is clear and readily available to all personnel. Ensure ease of use and consistency. Train personnel in awareness and use of the IMS system and advise managers and staff on:

- Relevant legal requirements and standard
- SHEQ principles and best practice
- Management system & policy requirements and implementation

Provide or procure expert guidance on SHEQ issues. Monitor SHEQ throughout the company and identify areas of weakness or risk. Ensure that risk assessments are up to date, and identified control measures are implemented. Ensure appropriate site safety training is given to all site personnel, and site management training for their managers.

Ensure appropriate PPE or other safety equipment is available to personnel and its location and status is logged. Ensure appropriate logging and escalation of accidents, near misses, RIDDOR; COSHH or other issues of concern or as required by legislation or applicable standards. Ensure that the company maintains sufficient clearly identified trained First Aiders, Fire Marshalls and other safety roles. Maintain a library of relevant standards and ACOPs; economically obtain external advice where necessary.

Work with Sales to demonstrate to customers the company understanding and compliance with relevant standards and requirements. Support Projects and Sales with Pre-qualification, Sales opportunity and Project SHEQ issues requiring special attention. Maintain an awareness of key customer SHEQ requirements.

Work with the financial team to assess, monitor and record the suitability of Suppliers, Sub-Contractors and Contractors, and verify their relevant competences, processes and accreditations.

Provide a regular quarterly report to the management team; highlighting

- Recent SHEQ activity
- Changes in the legislative environment; Changes in relevant standards
- Internal Audits planned and carried out; trends; non-compliances; late audits / responses / corrective actions
- External Audits planned and carried out; non-compliances; observations
- Required actions and/or expenditure by management team
- Opportunities for improvement
- Forward plan of SHEQ activity over coming period.
- Status of SHEQ Objectives

Advise on features of the premises, environment or company infrastructure which do not positively contribute to SHEQ. Strongly highlight any risks not adequately managed.

Act as a member of the senior management team in support of all aspects of the business.

Carry out other duties from time to time, as reasonably instructed by your manager.

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## Person Specification

### Education and Skills

#### Essential

- Relevant experience of SHEQ functions within a business of similar complexity / size
- Track record of delivering tangible improvements to the business
- Development and implementation of integrated management systems
- Managing all manner of SHE incidents
- Up to date knowledge of UK SHE legislation
- NEBOSH Certified or equivalent, ideally a minimum 3-years' experience
- Qualified Internal Auditor with demonstrable record of experience
- Knowledge & Experience of ISO 9001, ISO 45001, ISO 14001 Standards
- Training and presentation experience

#### Beneficial

- NEBOSH Diploma advantageous
- Experience of SHEQ in a functional safety environment
- Experience working with remote colleagues digitally, and from different business cultures.
- Knowledge of environmental legislation

### Skills and Competencies

- Strong communication Skills
- Organisation & Planning
- Computer literacy (Word and Intermediate Level Excel)
- Ability to influence others
- Ability to plan and work to deadlines
- Ability to demonstrate analytical and problem-solving capabilities
- Display a flexible and open approach to the role
- Always promote company values
- Rational, professional approach

### Core Value Indicators

#### **Safety First:**

Consider safety before all activities.

#### **Customer Focus:**

Driving efficiencies through understanding the business and its different functions, roles, and responsibilities.

#### **Personal Responsibility:**

Recognising opportunities, being proactive and seeking solutions, looking beyond the immediate situation to the broader business impact.

#### **Teamwork:**

Builds effective working relationships within own workgroup, internal and external customers.

#### **Integrity:**

Takes ownership and commits to the delivery of individual, team, and business results.

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