CROWN HIGHWAYS

Job Description

Job Title: Health, Safety, Environment and Quality (HSEQ)

Reports to (Job Title): General Manager

Responsible for: HSEQ department

Location: Midlands (UK Wide)

Job Purpose:
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.

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

Principle Responsibilities

- Determines the strategic direction and work priorities (in conjunction with the SMT) for the continuous improvement of the 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.
- Full completion of duties of CDM Coordinator as required by the Construction Design and Management Regulations 2015.
- Full responsibility for Company preparations for annual H&S audits and Quality Assurance.
- Liaison with HR Dept for initiating and coordinating training plan and updating information for personal, audit and sector scheme requirements.
- To assist in retaining all current quality accreditations and work towards the attainment of new quality accreditations.
- Advises line management in 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.
- Provides support and expertise to line management in incident investigation and reporting (including dangerous occurrences and occupational diseases).
- 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.
- Produces and coordinates the yearly SHEQ action plan and longer term SHEQ roadmap, prepares reports for monthly update of same to the SMT.
- Monitors the Site "permit-to-work" system to ensure compliance with Company standards.
- Assists with tender/submission documentation.

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- Additional duties that may be required as part of the role.

Key Interfaces

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

All Supply chain communities within the Crown Highways group of contracts.

Minimum Qualifications and Skills:

- NEBOSH General Certificate
- HEA Authorising officer
- SMSTS qualified
- Sector Scheme 8 experience
- Full Driving Licence

Experience - essential:

- At least 3 years' experience in a SHEQ Management Role with Line Management Experience.
- Risk Management.
- Method Statement Review.
- Site inspections and investigations.
- Company preparation for Audits.
- Compliance and maintenance of relevant standards, Risk Assessment. experience, CDM Regulations implementation.
- An in-depth understanding of and the ability to interpret SHEQ-related legislation, Company standards and programme requirements in order to pass on knowledge and requirements to others.
- Experience in information provision to tender and submission process.
- Experience of ISO9001, ISO14001, OHSAS18001 and BS11000.

Experience - desirable:

- At least 5 years' experience in a SHEQ Management Role in a similar construction contractors industry with Line Management Experience.

Disposition (required critical behaviours):

- 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.