

Job Description & Person Specification

Reports to CEO (and MD of each business area)

Salary	Business Area/ Department:	Base Location (optional):	Posts responsible for: (Job titles)
c.£70k	Land and Water Group	Site-based working out of Appleby	HSQE Manager Environmental Scientist HSQE Representatives (part-time)

Job Description

Purpose of Role / Job Summary:

To ensure accreditation compliance to Health, Safety, Environmental, Quality, and Wood for the Land & Water Group of companies. To plan the Health, Safety, and Environmental strategies and develop simple and effective procedures in line with legal and best practices. To manage the HSQE Team.

Main Duties and Responsibilities:

Accreditation:

- Strategic planning of Quality, Environmental and Safety implementation for Land & Water Group.
- Write and implement LAWS ISO9001 System in accordance with accreditation requirements
- Write and implement LAWV ISO9001 System in accordance with accreditation requirements
- Write and implement LCE ISO9001 System in accordance with accreditation requirements
- Write and implement LAWS ISO14001 System in accordance with accreditation requirements
- Write and implement LCE ISO14001 System in accordance with accreditation requirements
- Write and implement LAWR ISO14001 System in accordance with accreditation requirements
- Write and implement LAWS OHSAS18001 System in accordance with accreditation requirements
- Write and implement LAWS FSC System in accordance with accreditation requirements
- Write and implement further accreditations as becomes necessary.
- The setting of performance objectives and targets based on significant aspects and risks.

Key Roles:

- Day to Day implementation of LAWG Quality, Environmental, Health, and Safety rules and policies
- Provide advice and assistance to LAWG on Quality, Environmental, Health, and Safety matters
- Reporting and monitoring of performance with respect to Quality, Environmental, Health, and Safety
- Provide and communicate up to date and relevant information to all staff
- Prequalification documentation support
- Safety and Environmental Accident and Near Miss investigations
- Investigations
- Undertaking reviews as 'prosecutor' as necessary for H&S breaches.
- Ensure registration and compliance to CHaS, RoSPA, and Achilles.
- Plan schedule, and undertake Quality, Safety, and Environmental Audits
- Develop and monitor competency assessments for the bespoke equipment within the group.
- Carry out in-house training
- Responsibility for the health and safety team, system and process changes to maintain and improve output and quality
- Control and administration of HSQE budgets
- Implementation of new initiatives, including Continuous Improvement Schemes
- Retention and control of documentation and records in line with all relevant requirements
- Ensure HSQE bulletins are sent out when a safety critical incident has occurred
- Being on call over the weekend for H&S emergencies

Managing:

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- Day to day management of HSQE Team
- Plan and schedule HSQE audits
- Ensure consistent HSQE advice is given

- Ensure consistent HSQE audits are undertaken
- Develop a program of Toolbox Talks and Safety posters throughout the year with the HSQE Team
- Ensure H&S feedback from the H&S Team is given to others within the business as necessary
- Ensure H&S administrative duties are undertaken by the HSQE Team and statistical data is collated throughout the group and reports generated for use by the group.

External:

- Liaising with Accreditation Bodies
- Being audited by 3rd party accreditation bodies and clients.
- Advising clients on H&S requirements
- Liaising and Reporting to legal bodies such as: HSE, MCA, MAIB, EA, SEPA, Insurers
- Being involved in client based best practice sharing groups
- Undertaking government consultation exercises to share LAWG experiences in legislation revision exercises.

Other:

- Part of the group development of the Waterwise training course
- Writing study papers on significant hazards, such as: Working on or over water
- Undertaking group projects as requested, such as: Process flow mapping of the business.

Key Relationships:

Reports to: CEO

Advises: Group Directors, Contracts, Project and Site Managers, Operatives, Clients

Manages HSQE Manager, HSQE Representatives and Environmental Scientist

Person Specification

Experience/Knowledge Required:

- Construction industry experience
- Management CSCS Card
- Membership of Chartered Quality Institute, Chartered Quality Professional (MCQI CQP)
- Graduate Member of the Institute of Occupational Health and Safety (Grad IOSH or Higher)
- Ability to work as part of a team
- Ability to communicate at all levels of the business and with external bodies and clients.

Qualifications:

- NVQ 4 (or NEBOSH Diploma) in Occupational Health and Safety
- Diploma in Quality Management
- Lead Auditor – OHSAS18001
- Lifting Appointed Person (desirable)
- First Aid Certificate

Behaviours

Able to demonstrate the business' core values & behaviours

- **Passion & Excellence:** - pursue a can-do attitude; being proactive and owning your work. Challenge the status quo and love what you do.
- **Respect** – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self and environment. Look after the tools of your trade.
- **Collaboration** – work together to achieve a common goal.
- **Empathy** – demonstrate a caring approach to your colleagues, customers and self.
- **Honesty & Integrity** – when something goes wrong – own it. Learn from mistakes and avoid it happening again.