

JOB DESCRIPTION

Health, Safety, Environmental and Quality Assurance Manager

Job Title: Health, Safety, Environmental and Quality Assurance Manager

Salary: Negotiable

Type: Part-Time, Permanent (approx. 3 days per week)

Department: Central Functions

Location: High Wycombe, Buckinghamshire

Report to: Commercial Director

Benefits: Private Health Care

Main Purpose of the Role

To ensure that Smartcomm's health, safety, and quality system arrangements meet the requirements of the company, our customers, and our legal obligations, and that policies are implemented and maintained across company operations.

Main Responsibilities

- 1) Develop, maintain, and implement the Quality, Health & Safety and Environmental systems and ensure that safety policies and practices are adopted and adhered to by all staff
- 2) Ensure company compliance with safety legislation and regulations, industry codes of practice, including updates.
- 3) Maintain company accreditations for Achilles BuildingConfidence, Safecontractor, Constructionline, and Eurosafe UK, including completion of questionnaires and fielding audits.
- 4) Develop and maintain H&S procedures, creation of risk assessments, organise occupational health checks, PPE issue and inspection, record accidents/incidents, undertake investigations and reporting
- 5) Assist and advise project managers in the development and review of Risk Assessments and Method Statements (RAMS) and supporting documents, attending project meetings as necessary and carrying out site visits/inspections.
- 6) Manage the pre-qualification process, completing questionnaires and supplying supporting documents.
- 7) Review and draft company policies and manuals for agreement by the Board
- 8) Administrate staff training, including booking of training and maintenance of records.
- 9) Administration of subcontractors pre-qualification and maintenance of records
- 10) Provide updates to Directors and other staff as required.
- 11) Review Health & Safety training needs and lead in-house training on safety issues when necessary
- 12) Have a proactive approach to Health & Safety with prevention in mind

Qualification and Experience

We are looking for a discreet and organised person to join our growing team and represent our business in a professional manner.

NEBOSH National Construction Certificate or NEBOSH General Certificate or equivalent are desirable, and/or considerable experience of health and safety in the construction industry.

Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Good knowledge of health and safety management, risk assessments, method statements etc.	Understanding of AV
Good knowledge of health and safety legislation and regulations	Knowledge of the construction industry
Excellent interpersonal skills, communication and telephone manner	Education to degree level
Able to stand up to strong characters and challenge unsatisfactory situations and behaviour	Experience of audits and quality systems
Good computer skills including use of Microsoft Office (Word, Excel & Outlook)	Previous experience in a similar role
Organised working methods	
Methodical record keeping ability	
Good at juggling tasks and prioritising	
Accurate with good attention to detail	
Able to work on your own initiative without supervision	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk.