

JOB DESCRIPTION

Health, Safety, Environmental and Quality Assurance Manager

Job Title:	Health, Safety, Environmental and Quality Assurance Manager
Salary:	Negotiable
Type:	Permanent/full time
Department:	Central Functions
Location:	High Wycombe, Buckinghamshire
Report to:	Finance & Commercial Director
Benefits:	Private Health Care & Company Pension

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. (Aspects and impacts register).
- 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 and roll out occupational health program, PPE issue and inspection, record accidents/incidents, undertake investigations and reporting
- 5) To ensure comprehensive risk assessments are performed throughout the company, Assist and advise project managers in the development and review of Risk Assessments and Method Statements (RAMS) and supporting documents (lifting plans, welfare arrangements, deliveries, site storage, onsite occupational health, working at height permits, confined space working, lone working, and attending project meetings as necessary and carrying weekly site visits/safety 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, suggesting new policies to meet client expectations. Communicate updated policies to staff as appropriate.
- 8) Administrate staff training, including booking of training and maintenance of records (training matrix)
- 9) Administration of subcontractors pre-qualification and maintenance of records
- 10) Provide updates in report format to Directors, and other staff as required, monthly. Periodically present H&S report at the Directors meeting.
- 11) Review Health & Safety training needs (TNA) and lead in-house training on safety issues when necessary
- 12) Demonstrate the vision and depth to define and articulate health and safety strategy and policy in a persuasive and confident manner to influence the senior management team

- 13) Train and coach staff in a wide range of health and safety for variety of procedures.
- 14) To develop and implement best practice health and safety systems to improve the control of risks.
- 15) Ensure application of the Health & Safety Policy in a way that is consistent with the business strategy and aims.
- 16) Health and safety inductions. Retain evidence of new starters having read and understand company procedures.
- 17) To keep abreast of changing legislation and company requirements, relating to health and safety.
- 18) To implement an annual health and safety improvement process.
- 19) Full health and safety audits. The safety inspections should cover all the physical parts of the premises and staff behaviours as well as documentation on site. Ensure effective implementation of requirements so that the company meets audit requirements by clients and external bodies

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.

Significant management experience with strong strategic awareness to lead and develop operational managers and engineers, in ensuring the implementation and effectiveness of health and safety management systems and processes.

Essential:

- NEBOSH National Construction Certificate/ NVQ5
- Membership of professional body such as IOSH or IIRSM at graduate level of higher
- Training qualification and/or experience of delivery
- Experienced at influencing and managing change
- Fire risk assessment experience

Desirable:

- CMIOSH
- Environmental qualification
- Auditor qualification such as ISO9000
- Knowledge on ISO/OHSAS standards

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.	Experience of audits and quality systems
Good knowledge of health and safety legislation and regulations	Understanding of AV
Excellent interpersonal skills, communication and telephone manner	Education to degree level
Able to stand up to strong characters and challenge unsatisfactory situations and behaviour	Previous experience in a similar role
Good computer skills including use of Microsoft Office (Word, Excel & Outlook)	
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	
Team player, can do attitude and results driven	

Ability to travel (London)	
Ability to manage multi sites	
High knowledge of the construction industry	
Extensive experience in identification of risks and assessment of controls.	
Experience in accident & incident investigation procedures	

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