

Job Description

Health, Safety and Environmental Manager

Job Details

Job title	Health, Safety and Environmental Manager
Job purpose	<ul style="list-style-type: none"> + With experience in conformity assessment or consulting services the role holder will act as a subject matter expert on Health, safety, social accountability and environmental issues across UKAS. + The role holder will advise on the statutory health, safety, social accountability, and environmental requirements as they affect the whole business. + To promote a positive health and safety culture amongst staff, contractors, and visitors ensuring that all the legal and company HSE requirements are achieved. + To undertake risk assessments, assessment and performance monitoring to achieve improvements in health, safety and environmental performance including our target for zero accidents and carbon neutrality by 2030.
Job location	Office based (with hybrid working option)
Reports to	Finance and Corporate Services Director
Qualifications	<ul style="list-style-type: none"> + NEBOSH National Diploma in Occupational Health and Safety (essential) + IEMA Foundation course in Environmental Management or equivalent
Essential criteria	<ul style="list-style-type: none"> + Working experience of current Health & Safety and Environmental management practices in the workplace. + An outstanding team player who meets challenge with a pragmatic and resilient approach. + Exceptional interpersonal skills and enjoy developing and leading others to improve their performance. + Strong influencing and engagement skills, demonstrated through passion and encouragement, to a wide cross section of people, to stop and consider safer ways of working. + Highly organised with exceptional attention to detail. + Experience of presenting to a team. + The ability to analyse, interpret and present data to identify key trends and opportunities. + Numerate and literate. + Ability to use IT systems effectively.

Dimensions

Line management	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Budget holder	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Job Purpose

<p>Core responsibilities</p>	<ul style="list-style-type: none"> + Ensure all statutory obligations, relating to Health, Safety and Environment management, as well as company policies and procedures are understood and adhered to. + Collaborate with all business stakeholders to deliver the Health & Safety Policy including managing the approach to risk assessment and controls. + Provide accurate, timely and technical advice to colleagues in resolving Health, Safety and Environment management issues. + Manage employee and contractor HSE inductions and ongoing HSE awareness. Manage skills matrix and HSE course bookings. + Track progress of HSE actions. + Collate process and report all HSE data and ensure that all relevant data is recorded accurately. Use data to identify and prioritise issues that affect the business, establish their root cause and provide findings and recommendations for business improvement. + Carry out HSE internal audits and compliance with policy reviews. + Conduct HSE risk assessments. + Collaborate with all business stakeholders to deliver the Environmental, Social and Governance Policy including developing an energy and environmental plan for delivering net-carbon neutrality by 2030. + Manage occupational health monitoring in line with the business policies. + Undertake administrative duties associated with the normal operation. + Act as a role model of our Company values and behaviours.
<p>Non-Core responsibilities</p>	<ul style="list-style-type: none"> + Other duties and projects as assigned

<p>Signature of job holder:</p>		<p>Date:</p>	
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