

JOB DESCRIPTION

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| Job Title: | QHSE Officer |
| Department/Cost Centre /Location: | Health, Safety, Environment & Quality |
| Reporting to: | Regional Service Manager – Central Region |
| <p>MAIN JOB PURPOSE: Provide advice, support and guidance on QHSE matters throughout the company. Coordinate QHSE requirements and maintain compliance within ISO 9001:2015, ISO 14001:2015 and ISO45001:2018 certifications.</p> | |
| <p>DUTIES AND RESPONSIBILITIES:</p> <p><i>Health, Safety and Environment</i></p> <ul style="list-style-type: none"> • First point of contact for inbound QHSE enquiries. • Create a safe working environment for the team. • Ensure compliance with relevant legislation, best practices, and other requirements. • Maintain and manage the internal compliance management system (My Compliance). • Develop and maintain risk assessments and COSHH assessments. • Coordinate fire and first aid activities at all branches. • Ensure full compliance of all branch locations with QHSE requirements and log actions to be completed within defined timescales. • Assist in investigations related to accidents, incidents, customer complaints, non-conformances, and supplier complaints. <p><i>Quality</i></p> <ul style="list-style-type: none"> • Proactively manage and update the integrated management system. • Coordinate internal audits with consultants and ISO audits, as well as other QHSE-related audits. • Assist the Bids and Tender team in completing questionnaires. • Ensure all QHSE external portals and certifications are kept up to date. • Collate and upload waste transfer and consignment notes. <p><i>Reporting</i></p> <ul style="list-style-type: none"> • Produce, coordinate, and maintain a QHSE planner to ensure routine tasks are completed within required timescales. • Ensure monthly QHSE meetings are held, with minutes and actions uploaded. • Produce monthly and ad-hoc reports as required, including business KPIs. • Provide ESG support by maintaining relevant documentation and data. <p><i>Teamwork</i></p> <ul style="list-style-type: none"> • Support managers to ensure all new starter inductions are completed. • Assist in quarterly management review meetings. • Coordinate with internal teams to ensure QHSE initiatives are effectively implemented. • Maintain excellent communication with all team members, fostering a collaborative and compliant working environment. <p><i>External Coordination</i></p> <ul style="list-style-type: none"> • Proactively maintain a contractor matrix to ensure compliance. • Ensure contractors provide all required information prior to work commencement. • Coordinate with contractors to ensure QHSE compliance and proper documentation. • Maintain an online safety training portal, ensuring all employees are registered and schedule monthly online safety training for all staff. | |

SKILLS, QUALIFICATIONS, AND EXPERIENCE REQUIRED:

- Previous experience in a demanding administrative role.
- Excellent written and oral communication skills.
- Strong numeracy, accuracy, and attention to detail.
- Proficient in Microsoft Word, Excel, email, and internet.
- Ability to use initiative and prioritize work effectively.
- Capable of working both independently and as part of a team.
- Excellent telephone manner and technique, with the ability to handle calls from customers at all levels.
- Ability to manage a high volume of work activity and work under pressure.

LINES OF COMMUNICATION:

- Managers
- Directors
- External Auditors
- Contractors & Subcontractors
- All staff as required
- External Certification bodies

MEASUREMENT: KEY PERFORMANCE INDICATORS:

- Monthly QHSE meetings held, documented, and uploaded with actions
- All contractor documentation within compliance date on compliance management system
- Complete and circulate report monthly
- All required compliance activities completed prior to due date
- Certifications renewed prior to expiry date
- Safety learning courses assigned monthly
- Ensure all actions and minutes are uploaded within 48 hours of receipt

ANY OTHER DUTIES / RESPONSIBILITIES

- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team

Approved by Managing Director:

Date:

This Job Description should be read in conjunction with the Operation Procedures, Quality Procedures, Work Instructions, Health & Safety Manual, and associated documentation. Copies of these documents are available from your Line Manager.

Signature: _____

Date: _____

(Employee)