



Engineering Partner Of Choice For Over 50 Years

Job Description

Quality, Health, Safety & Environmental Co-Ordinator

Summary

Role	Quality, Health, Safety & Environmental Co-Ordinator
Department	QSHE
Hours Of Work	40 hours per week Monday - Friday
Salary	£32,000 - £35,000 per annum (dependent upon experience)
Holidays	23 days per annum plus Bank Holidays
Pension	Workplace Pension Scheme through NEST (Employer 3%, Employee 5%)
Location	Kitling Road, Knowsley Business Park
Duration	Permanent
Vacancies	1

Opportunity

An outstanding opportunity to join a well-established and respected engineering organisation, with a growing and stable client base in the electrical / mechanical service industry, serving large manufacturing and utilities organisation across the UK. In line with our success, a vacancy has become available for a Quality, Health, Safety & Environmental Co-Ordinator.

Description

Reporting to Senior Management, the role of the Quality, Health, Safety & Environmental Co-Ordinator is responsible for ensuring the effective co-ordination of the day-to-day operations of all QHSE related matters.

Working within the Operational Resource Management Team, you will be expected to take responsibility for the development, management, monitoring and implementation of QHSE for the whole of the business, assisting the team with continuous improvement plans and strategies as well as working in line with promoting the Core Values of the business.

A clean UK Driving Licence is required, and you must be flexible in order to meet the needs of the business.

Roles & Responsibilities (Day to Day)

Your routine duties may vary, but will be expected to:

- Have responsibility for the businesses processes and procedures to ensure it maintains its Quality and SHE accreditations.
- Implement and co-ordinate the development and implementation of best practice health and safety policies and procedures.
- Control the day to day operations, including auditing, meetings, training and updating documents and records for all aspects of the systems.
- Evaluate and analyse quality issues and work with the relevant teams to introduce corrective and preventive actions.
- Handle customer complaints including raising and co-ordination of NCR's including corrective and preventative actions.
- Conduct internal audits and QHSE inspections to evaluate the effectiveness of systems and procedures, identifying and assisting with implementing improvements.
- Assist with the identification, generation and review of Risk Assessments, Method Statements and Safe Systems of Work
- Assist with supplier approval and management through audit and monitoring.
- Liaise with customers and supply chain regarding QHSE matters, ensuring their expectations are met.
- Facilitate any external audits (Customer or Regulatory).
- Liaise with management and staff to ensure continued QHSE integration into core operations.
- Monitor and ensure that all QHSE legislation is complied with and ensure a safe working environment.
- Actively influence and motivate staff to ensure commitment to the overall QHSE system.
- Monitor and advise on all QHSE matters, issues and concerns to ensure business compliance with statutory requirements, business and contractual requirements and good industry practice.
- Responsible for management of and liaison with QHSE auditors to acquire / maintain the businesses accreditations.
- Manage and monitor emergency procedures, signage, PPE, COSHH control etc.
- Maintain awareness of evolving industry QHSE regulations and best practice.
- Act as a subject matter expert and centre of competence for QHSE matters .
- Carry out accident and near miss investigations.
- Participation in the Continuous Improvement program within the business.

Additional Duties

- Produce analysis and reports as and when required by the Senior Management team.
- Working with other departments to implement and drive wellness and safety initiatives.
- Own and lead HS committee / forums.
- Support the business in bidding processes by completing and providing the necessary SHE data / information.
- Attending site (Customer or supplier) as part of a team as and when required.
- Attending relevant internal meetings as and when required.
- Attending training courses either internally or externally as and when required.
- Assisting with any other duties as and when required.

Objectives

- Working to Central Group procedures at all time, including safety.
- Working to and promoting the Core Values of the business:
 - Service
 - Quality
 - Wellbeing
 - Safety

Abilities / Skills Required

- Ability to use an Electronic Management System and produce reports.
- Strong / confident communication skills with the ability to liaise with key stakeholders at all levels, both in a formal and informal setting.
- Competent with a range of Microsoft packages.
- Proactive approach to problem solving.
- Ability to work under pressure and multi-task to meet deadlines.
- A positive outlook with good organisation skills and the ability to think ahead.
-

Qualifications And Experience

Essential

- Minimum 3 years practical experience in QHSE.
- Professional membership with IOSH.
- Knowledge of HSE requirements & principles.
- Experience of ISO systems.
- Full UK Driving Licence.

Desireable

- Previous work experience in Automotive / Engineering Industry.
- NEBOSH general certificate.

If you would like to apply for the above role, please forward your CV to Steph Powell, HR Manager

stephanie.powell@gocentral.co.uk