

QSHE (Quality, Safety, Health & Environment) Manager

Job title:	QSHE Manager
Function:	To lead all aspects of developing, implementing and maintaining agreed QHSE and other operating standards. Working as part of an integrated team linking with Business Managers; staff teams and SHE representatives.
Lines of Communication/	<ul style="list-style-type: none">• Upwards – Chief Operating Officer• Laterally – Facilities Manager, Operations Director
Hours of work:	40 hours per week 08:00 – 17:00 Monday – Friday
Location:	Yarrow Road head office

Duties:

- Develop, maintain and improve the business Integrated Management System to underpin QHSE and operating standards
- Maintain a risk register, reviewing QHSE risks and escalating where appropriate.
- Maintain a legal register to ensure compliance with relevant legislation and regulations.
- Support the training and development of all staff to ensure awareness and understanding of QHSE Standards and the relevance to business objectives.
- Implement, monitor and update Emergency Management Plans across all sites and ensure robust line of escalation exists.
- Provide a single business focus for accident and incident reporting and assist with subsequent investigation process; provide trend analysis to support and provide focus for driving positive behaviours and culture within the business.
- Develop Business Continuity Plans for all service streams and participate in any live exercises to test the plans.
- Monitor, audit and report on QHSE performance and provide assurance to Tower Senior Leadership Team
- Maintain quality, safety and environmental systems; implement, audit and update all associated documentation to achieve compliance with ISO 9001, 14001 and 45001.
- Maintain the management system and identify and implement initiatives to improve it including all procedures, processes, safe systems of work, carrying out and offering support and advice on Risk Assessments, Method statements and COSHH.
- Ensure appropriate resources are provided to support a compliant business and to identify any systemic weaknesses.

- Advice, guide, support, promote awareness and coach all personnel with the implementation of the company’s policies and procedures. Complete other projects at the request of the Management
- Ensure all essential tasks (“A”) assigned to you are completed daily, weekly and monthly as required.
- Any other duties as may be required from time to time.

Qualifications

- The role of the HSEQ manager will require a recognised safety and environmental qualification (diploma level or equivalent) and should hold an auditor’s qualification for and have experience in ISO 9001, 14001, 18001.
- NEEBOSH diploma in Occupational Health and Safety qualification preferred to level 3
- NVQ level 4/5 Occupational Safety and Health Practice.
- IMEA (Institute of Environmental Management & Assessment) preferred

Personal Attributes:

- Ability to work under pressure; think clearly and act decisively.
- Good personal organisation skills.
- Good listening and communication skills.
- Good problem-solving skills.
- Team Player

Business Focus

Business Development:	Proactively identify areas of opportunity and implement.
Team Results:	Manage and support the Tower team to meet QSHE Standards, Safety Action deadlines, Safety targets and KPI’s.

People Focus

Managing relationships:	Build and maintain prosperous and robust relationships with employees, clients and supply Partners.
Developing People:	Promote a culture of safety, continuous improvement and self-development.

Personal Focus

Self-control:	Perform effectively and act with the upmost professionalism at all times, remain calm even in the most challenging of circumstances and act with commercial awareness.
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Change Focus

Adaptability:	Respond positively to changing business needs and market trends, demonstrate high levels of agility and calmness.
Strategic approach:	Take a holistic view and act accordingly with the employee, customer and supply partner.
Innovation:	Promote and encourage new ideas, products and solutions, deliver and manage implementation.

Analytical Focus

Forward Planning:	Prepare plans, anticipate possible demands and outcomes and prioritise appropriately.
Decision Making:	Make timely and balanced decisions based on available information and experience, seek support from peers, senior management team, current and potential future supply partners and retained consultants .Review and make adjustments as required.

Quality Focus

Initiative:	Identify areas of opportunity and risk ensuring the necessary corrective action is taken before problems arise.
Integrity:	Promote team values and partnerships, demonstrate highest levels of respect, humility, honesty and integrity.

The Skills required for this role:

- Manpower

Direct employees and supply partners with a focus on maintaining the smooth, safe and profitable running of the business.

- Methods

Ensuring Health and safety legislation and best practice Quality and Environmental processes are applied by Tower employees and supply partners.

- Materials

Set up an Integrated Management System to ensure centralised control of all QSHE Matters.

- Money

Work within functional budget, continually monitor costs and identify and ensure savings opportunities are recognised.

- Minutes

Prioritisation of tasks and projects, own and team.

- Machinery

Ensure supply partners and Tower employees work in accordance with health and safety, Quality, Environmental and IT/Internet policies and procedures.

Last updated: July 2024