

Job Description

Job title	Health, Safety and Environmental Manager	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

- Responsible for the Technical Compliance, Health, Safety and Environmental Quality of the contract
- Manage, monitor, advise and audit the operational and commercial activities of the contract

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To Coordinate and manage the HSQ&E function throughout the contract operations based in the Southern Regions.
- Working in close liaison with our IMS documentation, in line with the demands of our working environments and the clients own SHE policies & contract responsibilities
- Act as the Health Safety & Environment representative to ensure that all technical and operational elements of EMCOR UK contract business meet with high standards of HSQ&E at all times
Act as the Contract Authorising Engineer, responsible assessment of Senior Authorising Engineers/Appointed Persons on High Risk Safe Systems of Work such as the following:
 - High / Low Voltage electrical distribution
 - Pressure Systems (including steam, high temperature hot water etc)
 - Confined Spaces
 - Gas (Corgi) & Oil (OFTECH)
 - Water Quality and Legionella Prevention
 - Potentially Explosive Areas
 - NICEIC
- Assess the experience, training and competence of Compliance and Business Unit Authorised Persons
- To coordinate and execute HSQ&E training throughout the contract locations in line with EMCOR UKL standard operating procedures and training packages
- Have extensive knowledge of the different equipment, systems or in locations, having significant risk on the estate.
- Manage the auditing and monitoring regimes associated with the EMCOR UK Safe Systems of Work and client requirements on high risk systems including producing annual audit programmes
- Establish KPIs, for the monitoring of site based Authorised Persons
- Establish KPIs, using them and other information to prepare compliance and commercial reports.
- Understand customers' business activities and needs, provide sound information and advice on EMCOR UK services and negotiate win-win solutions with customers

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- Carry out planned and spot audits of the contract sites and operations to monitor, correct and maintain high levels of Health & safety, Environmental and Quality Awareness and conformity
- Ensure that the client systems / EMCOR UK contract is kept up to date and aware of new legislation regarding Health & Safety, Quality and Environmental issues
- Development of Interface meetings and strategies with the client to share experience and develop improvement initiatives in HS&E activities
- Ensure that all systems and procedures meet the requirements of the client regulated environment
- Develop the EMCOR UKL Environmental Management System in line with ISO 14001, to achieve certification for operations at each of the seven sites
- Work closely with other members of the account management team to deliver on collective business plans
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Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Graduate level candidate with extensive experience in H&S management
- Incorporated Engineer with extensive and comprehensive management experience, operational and maintenance experience of a wide range of high-risk safe systems of work.
- Qualified to NEBOSH Certificate level or equivalent or working towards that level.
- Knowledge of ISO systems and their implementation
- Detailed understanding of legislation and industry standards and their practical application, as well as a working knowledge of other HSE issues.
- Auditor trained
- Have good people management, leadership, decision-making and communications skills.
- To be able to work on own initiative and be self motivated.
- Good communicator and ability to liaise with the Customer on a Daily Basis
- Be resilient under pressure and be able to converse confidentially with staff, suppliers and customers at all levels.
- Post holder will be working with Directors, Senior Managers, external suppliers and Operating Managers across the contract and as such the post holder will require a level of "gravitas" as well as having the ability to influence others.
- Good interpersonal and customer relationship skills
- Excellent written communication skills

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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	